

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION AND
CALIFORNIA DEPARTMENT OF MENTAL HEALTH APPRENTICESHIP PROGRAM

APPRENTICESHIP PROGRAM

OPERATIONAL PROCEDURES



Correctional Counselor I
Correctional Firefighter
Correctional Officer
DJJ Casework Specialist
Medical Technical Assistant
Parole Agent I, CDCR
Parole Agent I, Juvenile (Institution)
Youth Correctional Counselor
Youth Correctional Officer

Table of Contents

Glossary of Words	3
Authority	5
Mission.....	5
Apprenticeship Program Functions	5
Apprentice Classifications	6
Apprentice Responsibilities	6
Local Apprenticeship Subcommittee (LAS).....	7
Apprenticeship Coordinator's Office (ACO)	9
Correctional Peace Officer Standards and Training (CPOST) Executive Board	11
Apprenticeship Program Policies and Procedures	12
Term of Apprenticeship	12
Apprenticeship Program Credits	12
Ratios	13
Job Rotations	14
Related and Supplemental Instruction	14
Recordkeeping	14
Apprenticeship Agreement Form.....	15
Occupational Changes Documentation	15
Transfers.....	16
Certificates of Completion.....	16
Active Apprenticeship Records	16
Inactive Apprenticeship Record.....	17
Termination of Apprenticeship Agreements.....	17
Layoffs	18
Wages and Benefits	18
Workman's Compensation	18
Equal Employment Opportunity(EEO).....	19
Uniformed Services Employment and Reemployment Rights Act (USERRA)	19
Veterans Benefits.....	19
Internal Nondisciplinary Complaint / Appeal Process	19

GLOSSARY OF TERMS

Applicable job classification: Correctional Officer, Correctional Counselor I, Parole Agent I, Parole Agent DJJ (Institution), Medical Technical Assistant, DJJ Caseworker Specialist, Youth Correctional Counselor, Youth Correctional Officer, and Correctional Firefighter.

Apprentice: Refers to a California correctional peace officer apprentice, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade, a person who has entered into a written apprenticeship agreement under the provisions of the apprenticeship standards and the Memorandum of Understanding (MOU), and all persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full-time employees.

California Apprenticeship Council (CAC): The council holds an open quarterly meeting to conduct the business of apprenticeship in California and fulfill its statutory responsibilities by providing policy advice on apprenticeship matters to the director of industrial relations, issuing rules and regulations on specific apprenticeship subjects to be published in the California Code of Regulations, and conducting appeals hearings.

Apprenticeship Coordinator's Office (ACO): In order to facilitate efficient operation of the Apprenticeship Program (AP) statewide, the CPOST developed the ACO to oversee the daily operations of the program and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board.

Correctional Peace Officer Standards and Training (CPOST): The CPOST was established by the Legislature in July 2015, to develop, approve, and monitor standards and training of State Correctional Peace Officers.

California State Approving Agency for Veteran Education (CSAAVE): The CSAAVE is responsible for the oversight and approval of California institutions offering education programs, apprenticeship and on-the-job training, and license and certification exams.

Division of Apprenticeship Standards (DAS): The DAS monitors and approves all California apprenticeship programs and conducts compliance audits.

Division of Industrial Relations (DIR): Also known as the Administrator of Apprenticeship. The DIR administers and enforces laws governing wages, hours and breaks, overtime, retaliation, workplace safety and health, apprenticeship training programs, and medical care and other benefits for injured workers.

Internal Credit: Internal credit can be granted toward any individual AP, which shortens the apprenticeship period.

Journey person: All employees who are or were in a rank and file classification and who have successfully completed the appropriate AP will be considered a journey person for the classification in which they have completed an apprenticeship.

Local Appointing Authority (LAA): A warden, superintendent, parole regional administrator, or designee of equal authority.

Local Apprenticeship Subcommittee (LAS): The LAS is responsible for monitoring apprentice training, addressing training needs, maintaining records, and work process documentation. The LAS also makes salary increase recommendations to the LAA consistent with CAL HR regulations.

Management: Personnel designated by the CDCR and the Department of Mental Health (DMH) to represent their organizations.

Memorandum of Understanding (MOU): The collective bargaining agreement between the State of California and the Bargaining Unit 6, CCPOA.

On-the-Job Training (OJT): Any time spent performing the duties of a CDCR Correctional Peace Officer in an official capacity.

Petitioner: An apprentice, representative, or group of representatives that files a complaint with their LAS and begins the appeal procedure.

Qualifying Month: One (1) month credit granted for every month an apprentice submits the DAS Form 103-A in the required timeframe.

Qualifying Pay Period: Means either full-time employment with at least eleven working days in a pay period or intermittent (hourly) employment with at least 160 hours worked in a pay period.

Related and Supplemental Instruction: Any classroom instruction, training or education in subjects related to the Correctional Peace Officer profession. Instruction may have been given in a classroom provided by a department, community college, high school district correspondence course of equivalent value, or other forms of self-study approved by the CPOST.

Supervisor: An employee in a Correctional Peace Officer classification who supervises a Correctional Peace Officer apprentice and journey person and can include a first and second line supervisor.

Work Processes: The on-the-job work experience apprentices will perform during the apprenticeship period.

AUTHORITY

Per the California Penal Code (PC) §13601 (a): The Commission on Correctional Peace Officer Standards and Training (CPOST) develops, approves, and monitors standards for the selection and training of state Correctional Peace Officer apprentices and oversees the Apprenticeship Program (AP) and the Local Apprenticeship Subcommittees (LAS).

The agreement between the State of California and California Correctional Peace Officer Association (CCPOA) recognizes that these legislative amendments effectively renamed the California Department of Corrections and Rehabilitation (CDCR) and Department of Youth Authority Joint Apprenticeship Committee as the CPOST; and gave the CPOST the authority to create its own Operational Procedures (OP) and program standards.

In January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of Correctional Officers (CO), both apprentices and journeypersons. The parties recognize that these legislative amendments effectively renamed the CDCR-Department of Youth Authority Joint Apprenticeship Committee as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

The CPOST will adopt changes and additions to the OP and standards, as necessary, subject to the approval of the CPOST Executive Board and, when applicable, the Administrator of Apprenticeship (Director, Department of Industrial Relations).

MISSION

The mission of the AP is to administer the OP and standards for the entry-level Correctional Peace Officer apprentices, integrate high quality related and supplemental instruction, and to provide professional competence through structured on-the-job training in a variety of work assignments.

(Authorities Cited: CPOST OP, Bargaining Unit 6 MOU, PC § 13601)

APPRENTICESHIP PROGRAM FUNCTIONS

- Develop, approve, and monitor AP standards.
- Develop, validate, and establish work processes for each apprentice classification, in which the apprentice will receive supervised work experience and OJT.

- Create and monitor the standards, processes, and compliance of the OP for the AP.
- Develop the procedures to identify and address the standards for all non-disciplinary controversies within the AP.
- Address any AP related complaint or appeal issues.
- Oversee the AP credit earning process.

(Authorities Cited: 8 CCR § 212.01 & 212.3, Bargaining Unit 6 MOU, PC 13601)

APPRENTICE CLASSIFICATIONS

Apprentice is defined as a California Correctional Peace Officer, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade and has entered into a written Apprenticeship Agreement under the provisions of the apprenticeship standards, the Memorandum of Understanding (MOU), and the California Division of Apprenticeship Standards (DAS). The apprenticeship period begins the first day the apprentice reports to their assigned institution or designated work location.

All persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full-time employees. The Apprentice Classifications are:

- Correctional Officer
- Correctional Counselor I
- Parole Agent I, CDCR
- Parole Agent I, Juvenile (Institution)
- Medical Technical Assistant
- DJJ Casework Specialist
- Youth Correctional Counselor
- Youth Correctional Officer
- Correctional Firefighter

(Authorities Cited: Bargaining Unit 6 MOU)

APPRENTICE RESPONSIBILITIES

- Each apprentice will comply with the OP, AP standards, and the decisions of the CPOST and the LAS.
- Each apprentice will sign an Apprenticeship Agreement (Attachment A) indenturing the apprentice to the AP. Apprenticeship Agreements that are not completed and signed at the Richard A. McGee Correctional Training Center

(CTC) in Galt must be immediately submitted to the ACO in order to meet the DAS 30-day registration requirement.

- Each apprentice is required to satisfactorily perform and complete all work and learning assignments, including OJT, In-Service Training (IST), and related and supplemental instruction.
 - Each apprentice will track his/her progress towards completion of the required number of hours in each work process category, and will notify his/her supervisor and/or the LAS of the need for more hours in a particular work process category.
 - Each apprentice will record the number of hours accrued in each of the work processes categories on the Apprentice Daily Records Form (DAS 103-A) (Attachment B) and will track each qualifying month of service.
 - The apprentice will obtain the necessary signatures and forward the DAS 103-A to the IST or Training Office at their assigned institution/designated location no later than the tenth of the following month. In the event that the tenth falls on a weekend or holiday, the DAS 103-A will be turned in the following business day.
- It is the LAS's responsibility to identify unaccounted DAS 103-As and inform the apprentice before the completion of his/her apprenticeship program. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) he/she shall be given the opportunity to resubmit the missing DAS 103-A along with a CDCR 998 as proof of the qualifying month.
 - DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any apprentice who is extended because of this shall have the opportunity to resubmit their DAS 103-A along with a completed CDCR 998 as proof of the qualifying month.
- Apprentices are responsible for complying with all scheduled training requirements throughout the duration of the AP.

(Authorities Cited: 8 CCR § 210)

LOCAL APPRENTICESHIP SUBCOMMITTEE (LAS)

In order to ensure compliance with the AP standards and facilitate efficient operation of the program statewide, the CPOST has established policy for the LAS at each institution. The LAS will consist of the IST Lieutenant or Training Officer and CCPOA Chapter President, or designee, who will report the LAS meeting minutes to the Custody Captain.

The local management and CCPOA Chapter President will appoint alternates for the LAS monthly meeting. Every alternate committee member will possess the same qualifications as a regular committee member and will substitute for, and vote in place of, a regular committee member who is absent. (Tied votes on any issue that cannot be resolved at the local level should be forwarded to the ACO for review for possible inclusion in the next CPOST Apprenticeship Meeting)

Each LAS is responsible for ensuring that the local AP complies with program standards in coordination with the Apprenticeship Coordinator's Office (ACO) by:

- Tracking and recording the progress of each apprentice through the AP.
 - Ensuring that each apprentice maintains a current and accurate record of work process hours.
 - Reviewing IST apprenticeship records for compliance with the DAS 103-A process, including new agreements, completions, extensions, terminations, and amendments.
 - Making every effort to notice the apprentice and the apprentice's immediate supervisor when there is non-compliance with the AP standards.
 - Monitoring and recording supervisory compliance with the AP.
 - Completing Apprenticeship Agreements and/or amendments, file original agreements and/or amendments with the ACO, and retain a copy for the apprentice's training file (e.g., CCI, Firefighter, MTA, and etc.).
 - Coordinate the AP complaint (Attachment D), grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board, through the ACO, or appropriate authority.
 - Maintaining the apprentice's training file, including copies of signed Apprenticeship Agreements, DAS 103-As, DAS 104s (Attachment F), the apprenticeship portion of the performance appraisals, records of apprenticeship transfers between appointing authorities; copies of DAS and the CPOST completion certificates, documents showing completion of educational and/or training requirements, and any other apprenticeship training records. **Note:** The LAS will retain these records for at least five (5) years after the apprentice completes the AP.
- DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any

apprentice who is extended because of this shall have the opportunity to resubmit their DAS 103-A along with a completed CDCR 998 as proof of the qualifying month.

- It is the LAS's responsibility to identify unaccounted DAS 103-A(s) before the apprentice completes the AP. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) he/she shall be given the opportunity to resubmit the missing DAS 103-A along with a CDCR 998 as proof of the qualifying month.
- Reviewing Apprenticeship Agreements and granting appropriate credit to newly indentured apprentices who have previously completed another AP. Credit documentation along with the new Apprenticeship Agreement will be sent to the ACO for review and tracking.
- Facilitating monthly AP meetings, preparing CPOST Local Apprenticeship Subcommittee Meeting Minutes Report (Attachment C) for submission to the ACO by the tenth of the following month (e.g., January 15th meeting needs to be submitted by February 10th), and ensuring that all sections of the meeting minutes are completed.
- Provide orientation/training to explain the AP and performance expectations to the apprentice upon the apprentice's arrival.
- Provide training and/or advise new supervisors regarding the AP.
- Carry out the compliance of the Veterans Benefits OP developed by the ACO.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 206)

APPRENTICESHIP COORDINATOR'S OFFICE (ACO)

In order to facilitate efficient operation of the AP statewide, the CPOST developed the ACO to oversee the daily operations and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board. The responsibilities of the ACO include:

- Oversee all the LASs for compliance.
- Act as a standing advisory member to the CPOST Executive Board and provide AP compliance reports at the quarterly Executive Board meetings.
- Establish and maintain AP files and records that will include minutes of meetings, rulings and interpretations, decisions on appeals, and copies of signed Apprenticeship Agreements and other similar documents and records. Records

will be maintained for a period five (5) years in the ACO's office and then be transferred to digital record for indefinite retention.

- Register all Apprenticeship Agreements, completions, terminations, and amendments with DIR and update the apprenticeship database.
- Forward copies of signed Apprenticeship Agreements for each apprentice to their assigned institution's IST office or designated work location's training office.
- Forward completion certificates to the institution's IST when received from DAS.
- Responsible for reviewing Apprenticeship Agreements to ensure the correct credit amount was given, pursuant to the Internal Credit Policy (ICP), to newly indentured apprentices who have previously completed another AP and requested for credit.
- Coordinate the AP complaint, grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board or appropriate authority.
- Facilitate the instruction of the AP policies and procedures during the required academy training at the CTC.
- Answer questions and advise interested parties regarding the AP policies and procedures.
- Train the LASs and conduct compliance audits to ensure adherence to AP policies and procedures.
- Conduct an annual self-assessment for approval by the CPOST Executive Board and submit to the DAS.
- Conduct annual audits at the institution level to ensure compliance with AP standards. Annual audits will be conducted using the audit tool created by the ACO and approved by the CPOST Executive Board.
- Review AP OP annually and update as needed with the approval of the CPOST Executive Board.
- Submit the current copy of the AP standards for the DAS review and approval.
- Review and track information from the CPOST Local Apprenticeship Subcommittee Meeting Minutes Report filed by each LAS for accuracy, completeness, and compliance with procedures.

- Track rotations, evaluations, transfers, completion/non-completion, and credits awarded
- Report of rotations, evaluations, transfers, completion/no-completion, and credits awarded will be distributed at bi-monthly CPOST Executive Board Meetings
- Oversee the compliance of the CPOST standards for the Statewide Veteran's Benefits Program for apprentices.

(Authorities Cited: 8 CCR § 206 & 212, LC 3076.3)

THE CPOST EXECUTIVE BOARD

The CPOST was established by the Legislature to develop, approve, and monitor standards for the training of State Correctional Peace Officers. For more information about CPOST including the OP and committee structure, please visit the CPOST website at <http://cpost.ca.gov/>.

The responsibilities of the CPOST Executive Board include:

- Establish and adopt changes and additions to the AP and Veteran's Benefits OP.
- Develop, approve, and enforce the AP standards.
- Set the term of apprenticeship for each applicable job classification in compliance with state and federal regulations.
- Develop and approve work classifications and work processes and any supplemental instruction hours required for each applicable job classification.
- Develop criteria for the granting of apprenticeship credit.
- Respond to, advise, and confer with the Legislature, the employing agencies, interested parties, and federal and/or state oversight agencies. This includes, but is not limited to, monitoring and reviewing proposed legislation that affects the AP.
- Establish and maintain processes for reviewing, responding to, and issuing decisions to appeals or complaints regarding the AP standards or OP.
- Submit the compliance reports attained from the ACO and distribute to the appropriate stakeholders.
- Conduct the Apprenticeship Program update at each CPOST Executive Board meeting.

(Authorities Cited: Bargaining Unit 6 MOU, PC 13600, LC 3075, 8 CCR § 212)

APPRENTICESHIP PROGRAM POLICIES AND PROCEDURES

Term of Apprenticeship

The AP for all rank-and-file apprentices requires completion of a minimum of 3600 hours in the respective work processes **AND** two (2) years (24 qualifying months) in the occupation, unless apprenticeship term has been modified due to credit award. It is also required that the apprentice completes of a minimum of 288 hours of formal or informal related and supplemental training. The apprentices must complete any required academy pursuant to their classification; however, the time spent at the academy is not included in the 3600 hour work process requirement. Other factors considered for the term of apprentice include:

- Overtime hours will be credited to the appropriate work processes category, but will not shorten the calendar length (qualifying months) of the program.
- Any assigned credit awarded will follow the current credit awarding tool and will be reviewed by the ACO to ensure proper assignment and application.
- Duties performed by an apprentice that fall outside of the stated work process categories for which the apprentice is indentured will not be counted toward completion of the requirement for 3600 hours of OJT.

(Authorities Cited: 8 CCR § 223, Bargaining Unit 6 MOU)

Apprenticeship Program Credits

The apprentice may apply for AP credit. The LAS shall award apprenticeship credit to apprentices who apply for such credit and meet the eligibility criteria. Credit can be applied to work process hours and/or length of apprenticeship period. The LAS shall complete an amended apprenticeship agreement for all credit awards and submit it to the ACO and note the credit award in their monthly CPOST report of apprentice decisions and actions.

The different types of credit awards are:

- **Break in Service During Apprenticeship:** If the apprentice's break in service has been less than three (3) years in duration, the LAS will grant credit to the apprentice equal to prior time served. For example, a returning Correctional Peace Officer apprentice with 13 months of previous employment and 2200 work process hours will receive a credit of 13 months toward the apprenticeship period and 2200 hours toward the work process categories. If the apprentice's break in service is more than three (3) years, credit may be given on a case by case basis as determined by the LAS.

- **Exceptional Apprentice:** The LAS can grant 12.5%, which is three (3) months, in recognition of unusual ability, progress, proof of specialized training, or college course work in a related field, pending approval from the CPOST Executive Board. When requesting Exceptional Apprentice credit, supporting documentation must be submitted. Supporting documentation will consist of copies of all performance appraisals and a written explanation detailing the reason(s) for requesting the credit.
- **Mental Health First Aid:** The LAS can grant 4%, which is one (1) month, in recognition of completion of the federally recognized Mental Health First Aid Training class. This eight (8) hour course teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. Proof of completion should be obtained by the apprentice and submitted to the LAS. A list of available classes can be located at <https://www.mentalhealthfirstaid.org/cs/>
- **Transfers Between Job Classifications:** The LAS may grant credit to apprentices transferring between job classifications in accordance with the ICP (Attachment G)

1) The best documentation is work processes hours noted on DAS Form 103-A (s).

(Authorities Cited: 8 CCR § 224)

Out of Class, Training and Development, and Acting Assignments

Out of Class, Training and Development (T&D), and Acting assignments should be delayed until after the successful completion of the AP. If the apprentice is given a T&D assignment to any other applicable job classification, the apprentice's current Apprenticeship Agreement will be placed on hold. Apprentices are only allowed to be indentured into one (1) AP at a time. The apprentice should maintain the applicable DAS 103-A records for the second applicable job classification. If the apprentice is later given a fulltime appointment to the second applicable job classification, the apprentice will then terminate his/her first apprenticeship, indenture into the second AP and may petition the LAS for credit towards required work process hours and term of apprenticeship.

Ratios

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working a transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

At those institutions where the ratio is not met, it is incumbent on the respective LAS to request an exemption, in writing, including notification that the required ratio is not being met and an estimation of when the ratio will be achieved, in conjunction with the LAA.

Said request must include an articulated reason for the non-compliance. The notification must be submitted within 30 calendar days to the ACO for review at the quarterly CPOST Executive Board meeting.

(Authorities Cited: Bargaining Unit 6 MOU)

Job Rotations

During the term of the AP, apprentices assigned to an institution will receive a minimum of three (3) job rotations and a minimum of two (2) job rotations containing a coverage relief position. If there is an issue with rotation compliance, it is the responsibility of the apprentice to notify their direct supervisor and it is also the responsibility of the LAS to notify the Custody Captain through the LAS monthly meeting minutes. No action will be taken against an apprentice for lack of job rotation opportunities. Job rotation requirements include:

- The length of a job rotation need not be consecutive, but cumulative, throughout the apprenticeship period in order to ensure that the operational needs of the institution are met.
- Each apprentice will serve one (1) or more rotations on second watch and on third watch; but not more than one (1) rotation (if any) on first watch, if the apprentice is employed at an institution.
- The job rotation will provide the apprentice the opportunity to gain the required number of hours to be worked within each work processes category.
- The job rotation will afford proper supervision and safety of the apprentice; every effort must be made to assign a journeyperson, or first or second line supervisor (e.g., two (2) apprentices working on transportation, hospital coverage, etc.).
- The LAA can take into account site specific institutional safety and security needs for the rotation of first year apprentices (e.g., high security units, escape risk areas, etc.). These exceptions will be reported at the LAS monthly meetings.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 210, LC 3071 and 3078)

Related and Supplemental Instruction

Apprentices will satisfactorily complete at least 144 hours of related and supplemental instruction per year, or 288 hours in two (2) years. Related and supplemental instruction includes all formal and informal training that an apprentice receives including academy training and IST. Apprentices are required to satisfactorily complete the academy, any additional mandated training or educational curricula, and any additional training approved by the CPOST Executive Board.

(Authorities Cited: 8 CCR § 205)

Recordkeeping

The LAS is responsible for maintaining all AP information by developing and maintaining an alphabetical listing of all active apprentices, developing and maintaining an accurate count of the number of apprentices in each classification and the total number of active apprentices, and developing and maintaining a system to track the total number of months that each apprentice accrues towards completion of the program and the anticipated date of completion of the program.

The AP files may be maintained either in hard copy format or in electronic format. All apprenticeship records will be maintained for no less than five (5) years and will be open to inspection, during reasonable business hours by the apprentice, the apprentice's authorized representative, CPOST, LAS, LAA, DAS, and applicable federal agencies, or as otherwise required by law.

The LASs and the ACO will maintain the following AP documents:

- **Apprenticeship Agreement Form**

- The current approved Apprenticeship Agreement form must be used and completely filled out and will reflect the address of the CPOST and not the apprentice's home address.
- Each apprentice will be provided a copy of and be given the opportunity to study the AP standards and OP before indenture.
- Must be typed or printed clearly in black or blue ink. Include the apprentice's name and social security number on the Apprenticeship Agreement form. The spelling of the apprentice's name in the Apprentice Name box on the form will reflect the apprentice's name as it appears on his/her completion certificate.
- Original Apprenticeship Agreements not originated at the Richard A. McGee Correctional Training Center (i.e., CCI, MTA, and Casework Specialist) will be submitted to the ACO by the LAS within 15 calendar days of the date of hire.

The AP standards and OP will be considered a part of the Apprenticeship Agreement. The CPOST Executive Board is authorized to amend the AP standards and OP. Such amendments will be binding upon the apprentice and any changes to the OP will be available through the LAS or through the CPOST website.

- **Occupational Changes Documentation**

- The LAS will complete a new original Apprenticeship Agreement and cancel the prior Apprenticeship Agreement if the apprentice is changing job classifications.

- The LAS will send new original Apprenticeship Agreements and a copy of the agreement being cancelled to the ACO within 15 days of occupational change.
- **Transfers Between Local Appointing Authorities**
 - The LAS will document transfers between LAAs by verifying that the IST or Training Office and the Personnel Office have forwarded the apprentice's training and personnel files to the apprentice's new LAA. No action will be taken against an apprentice for loss of documentation.
- **Certificates of Completion (DAS 104)**

After completing the DAS 104, the LAS will send the completed form to the ACO and provide a copy to the Personnel Office for inclusion in the apprentice's official personnel file.

The LAS will complete the DAS 104 as follows:

- Type or print the apprentices' names on the DAS 104 in alphabetical order, last name first.
 - Fill in the social security number, training hours for each work process, and completion date in the appropriate columns.
 - Fill in all other required information including classification, institution, facility, parole region, signature, title, and date.
 - Ensure that each DAS 104 reflects one (1) specific apprentice classification. (e.g., CO, CCI, YCO, and etc.).
- **Active Apprenticeship Records**

Active apprenticeship records and files at the appropriate assigned location or institution will contain the following:

- Copies of all approved enrollment agreements, DAS 1-C signed by the apprentice and CPOST Chairperson, or his/her designee.
- Copies of the apprenticeship portion of each performance appraisal issued to the apprentice.
- Apprentice Daily Records (DAS 103-A) for each month of participation in the AP.

- Documentation of all the LAS actions concerning the apprentice.
- Documentation supporting apprenticeship credits and a copy of an amended agreement.

- **Inactive Apprenticeship Record**

Inactive Apprenticeship Record files at the appropriate assigned location or institution will contain the following:

- Original copies of the apprentice's records when the LAS or the ACO has terminated an Apprenticeship Agreement.
- LAS will forward any inactive apprenticeship agreements to the ACO.

ACO Audit Process

The ACO will conduct annual audits at the institution level to ensure the LAS are enforcing all AP standards. The institutional audits will follow a schedule determined by the ACO with consideration for priority audits for non-compliant institutions. No institution shall be audited more than once in a calendar year, unless approved by CPOST Executive Board. The ACO will use a formal audit tool created by the ACO and that will be provided to each LAS for reference to remain in compliance.

- The ACO will provide a courtesy notice within 30 days to an institution regarding the scheduling of a routine audit.
- The ACO will notify an institution of non-compliance for reporting process within 10 days after a scheduled audit.
- The ACO will report any institution/hiring authority found non-compliant to the appropriate appointing authority and/or DAS.

(Authorities cited: 8 CCR § 206, 224)

Termination of Apprenticeship Agreements

During the probationary period, an Apprenticeship Agreement may be terminated by the LAS upon written request by the apprentice, the LAA, or upon the LAS's own initiative. Upon written request of termination the LAS shall notify the ACO immediately. The apprentice shall be given an opportunity to appear before the LAS and object before the Apprenticeship Agreement is actually terminated. Termination of an Apprenticeship Agreement prior to the completion of the probation period may result in a rejection on probation of the affected apprentice for failure to complete the AP.

(Authorities Cited: 8 CCR § 207)

Layoffs

If for any reason a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the Administrator of Apprenticeship (Director, Department of Industrial Relations).

Wages and Benefits

Movement from one apprenticeship pay range to another, or from one step to another within the apprenticeship range, will be based upon satisfactory progress in completing all of the AP requirements established for that pay range for that particular classification. This means that passage to the next pay range is contingent upon approval of the LAA, after review of the LAS recommendation to the LAA.

Apprentices will receive quarterly performance appraisals by their supervisor. No action will be taken against an apprentice for lack of performance appraisal. This appraisal will be filed with the LAS at least 30 days prior to the date on which the apprentice is eligible for the next salary step increase. This appraisal will be considered by the LAS in making his/her recommendation to the LAA. If the apprentice receives an overall standard rating or above, the apprentice will be eligible for a salary increase as specified in the CCPOA Bargaining Unit 6 MOU with the State of California, assuming that the apprentice has not already reached the top step of the apprenticeship range.

If an apprentice's Apprenticeship Agreement is suspended, the apprentice's salary will be frozen at that step throughout the length of the suspension.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 208)

Division of Adult Parole Operations (DAPO)

For the purpose of the AP OP, it is necessary to clarify differences in the DAPO training program. The DAPO does not have an established LAS, IST, or LAA in their AP. Because of these differences, it is necessary to outline the reporting process for the Parole Agent I classification. The AP for DAPO is supervised through the Northern and Southern Regional Training Offices. The representatives in these offices will act in the LAS capacity and will forward any and all communications necessary to the ACO in any AP situations that require follow-up from the ACO.

Disability and Worker's Compensation (IDL/EIDL/NDI)

Correctional Peace Officer

Apprentices are subject to the CalHR Worker's Compensation program benefits; however, the term of apprenticeship will be extended for the length of time that the apprentice is unable to fulfill the two (2) year obligation.

Equal Employment Opportunity (EEO)

The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, natural origin, or sex. Affirmative action will be taken to provide equal opportunity in apprenticeship and will operate the AP as required under Title 29 of the Code of Federal Regulations, §30.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

The USERRA of 1994 (USERRA), 38 USC 4301-4334; see 20 C.F.R. 1002.1-1002.314 is a federal statute that protects service members' and veterans' civilian employment rights. Among other things, under certain conditions, the USERRA requires employers to put individuals back to work in their civilian jobs after military service. The USERRA also protects service members from discrimination in the workplace based on their military service or affiliation.

The USERRA requires that apprentices who are called to active duty are returned to apprentice status and apprentice pay when they return to employment. However, when they complete the AP, their advancement to journey level pay (Range K) is backdated to the date they would have received journey level pay were it not for their active duty service.

Veterans Benefits

The CPOST has established access to this procedure which ensures Veterans Benefits are provided statewide within the California Department of Corrections and Rehabilitation (CDCR). This process has been developed in close collaboration with the California State Approving Agency for Veteran Education (CSAAVE) and the U.S. Department of Veterans Affairs (VA).

INTERNAL NONDISCIPLINARY COMPLAINT / APPEAL PROCESS

Apprentices have the right to utilize the AP Complaint/Appeal Process if they are dissatisfied with any part of their AP or if there is noncompliance with the AP standards and/or OP through the internal appeal process. Throughout the process, decisions will be considered non-precedential and will be handled on a case by case basis.

Note: Saturdays, Sundays, and observed holidays will not count as work days.

Step 1: File Complaint with the LAS

A petitioner can be: (1) an individual apprentice, or authorized representative; (2) a group of apprentices, or authorized representative; and/or (3) the LAA, or designee.

- All complaints will be filed, using the CPOST Apprenticeship Complaint Form, with the IST Office and forwarded to the LAS no more than ten (10) working days after the action, event, or circumstance from which the Apprentice first became aware.
- The LAS may meet with the petitioner prior to responding to the complaint. In the case of a group complaint, the LAS may meet with an authorized representative from the group.
- Within ten (10) business days after receipt of the written complaint/appeal, the LAS will act upon the complaint, respond in writing, and return the original to the petitioner.
- Parties may agree to waive the responding time frames in an effort to resolve the issue at the lowest local level at the discretion of the petitioner.

Step 2: File Appeal with the LAA

If the petitioner is not satisfied with the decision by the LAS, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the LAA or designee.

- The petitioner will include all relevant documentation, including supporting documentation from the LAS, with the appeal, if available.
- Within ten (10) business days of receipt of the appeal by the LAA, the LAS will forward copies of all documents relevant to the petition and their first level response to the LAA.
- The LAA may request to meet with the petitioner prior to responding to the petition. In the case of a group petition, the LAA may meet with an authorized representative from the group.
- The LAA will meet with the LAS prior to responding to the petitioner.
- Within ten (10) business days after receipt of the appealed complaint, the LAA will respond in writing as the second level of response.

Step 3: File Appeal with the CPOST Executive Board

If the petitioner is not satisfied with the decision by the LAA, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the CPOST Executive Board.

- Appeals can either be mailed or emailed directly to the CPOST ACO for appropriate processing.

- The petitioner will include all relevant documentation to the CPOST ACO.
- Within ten (10) business days after receipt of the appealed complaint, the ACO will respond to the petitioner in writing to inform the petitioner of the time frame and necessity for the appeal to be heard before the CPOST Executive Board. CPOST Executive Board may wave timeframes in all circumstances on a case by case basis.
- Within ten (10) business days after the CPOST Executive Board decision, the ACO will inform all parties of the decision.

Note: Throughout this entire process, the petitioner may be represented by a representative of his/her choice, at the petitioner's expense.

Step 4: File Appeal with DAS


An apprentice may appeal certain AP complaints to the Division of Apprenticeship Standards (DAS)/California Apprenticeship Council (CAC) pursuant to CAC's rules and regulations. For more information on the DAS/CAC complaint / appeal process, visit their website at <http://www.dir.ca.gov/default.html>.

(Authorities cited: Bargaining Unit 6 MOU, 8 CCR § 203)

Approval and Review


The Chairperson and Secretary of the Correctional Peace Officer Standards and Training Executive Board will review this Operational Procedure (OP) on an annual basis; and will review for updates and amendments on an 'as needed' basis. Changes to the OP require a review by the Executive Board members to approve recommended changes. This Operational Procedure has been reviewed and approved by:

APPROVED/DISAPPROVED


BRENDA GIBBONS, Correctional Officer
Commissioner, Chairperson
CPOST Executive Board

Date: 2-9-17

APPROVED/DISAPPROVED


ROBERT CALDERON, Correctional Administrator
Commissioner, Secretary
CPOST Executive Board

Date: 2/9/17

REVISION OF APPROVED STANDARDS

17 JUN 15 AM 8

DAS File No:	19000
District No:	4
<input checked="" type="checkbox"/> JAC Standards	
<input type="checkbox"/> Unilateral	
Employer ID NO.	1000000534

1. Name of Committee Commission on Correctional Peace Officers Standards and Training (CPOST)				
2. Area Covered by Standards Entire State of California (See Attached list of Counties)				
3. Committee Address - Street Address, City & Zip Code 9850 Twin Cities Road, Galt, CA 95632			Telephone No. (877) 444-9322	
4. Occupation --- See Attached A1-A9 Correctional Officer (See attached list of Occupations and O*Net Numbers) Correctional Counselor I Parole Agent I			O*NET Number 33-3012.00 21-1012.00 21-1092.00	
5. ACTION	<input type="checkbox"/>	Revision of Journeyman Wages	<input type="checkbox"/>	Revision of Area
	<input type="checkbox"/>	Revision of Apprentice or Trainee Rates	<input type="checkbox"/>	Revision of Ratio
	<input type="checkbox"/>	Revision of Work Processes	<input checked="" type="checkbox"/>	Effective Date of This Action: June 5, 2017
	<input checked="" type="checkbox"/>	Other Revision or Addition: Full Revision of Standards and Name Changes to Several Occupational Titles.		
6. Related Instruction 144 Hours Per Year		7. School CPOST acts as it's own LEA (See Attached B1 - B3)		
8. Present Journeyman Wage N/C Per Hour		9. Effective Date of Journeyman Wage July 3, 2015		
10. Apprentice or Trainee Wage Scale (indicate amount of time [hours, weeks or months] and dollar amount.)				
1st Per	See Attachments A1 to A9		5th Per	9th Per
2nd Per			6th Per	10th Per
3rd Per			7th Per	11th Per
4th Per			8th Per	12th Per
11. Overtime Provisions: Per Civil Service Rules & Regulations/MOU/CBA				
12. Straight Time Hours Per Day: 8 Per Week: 40			14. Work Processes See Attachments C1 - C9	
13. Other Compensation		Eff. Date	Hr/Mo.	Eff. Date
A. Health & Welfare		See Attached		
B. Pension		A1 - A9		
C. Vacation				
D. Apprentice Funds				
nat'l pen. Ua,xmas, pipe, educ				
Total				
15. Remarks Medical Technical Assistant ----- 29-2099.99 Correctional Firefighter ----- 33-2011.01 DJJ Casework Specialist ----- 21-1012.00C Youth Correctional Counselor ----- 21-1012.00 Youth Correctional Officer ----- 21-1021.00 Parole Agent (Institution) ----- 21-1092.00 As provided by the collective Bargaining Agreement or Memorandum of Understanding CERTIFIED AS CORRECT:				
Signature - Apprenticeship Consultant <i>Julicia Pousam</i>		Date 6/8/17	Signature - Committee Sec. Or Chair (Cross out one) <i>12</i>	
			Date 6-5-17	

These Revisions are hereby made a part of and supersede provisions of standards previously approved.

Approved - Chief, Division of Apprenticeship Standards <i>Michael Pousam</i>	Date Approved 6/29/17
---	---------------------------------

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo and Yuba counties in California

List of all approved Occupations for CPOST

<u>Occupation</u>	<u>O*NET Number</u>
Correctional Officer	33-3012.00
Correctional Counselor I	21-1012.00
Parole Agent I	21-1092.00
Parole Agent (Institution)	21-1092.00
Medical Technical Assistant	29-2099.99
Correctional Firefighter	33-2011.01
DJJ Casework Specialist	21-1012.00C
Youth Correctional Counselor	21-1012.00
Youth Correctional Officer	21-1021.00

Occupations titles are provided by the collective Bargaining Agreement or Memorandum of Understanding

17 JUN 15 10:11

17 JUN 15 AM

APPRENTICESHIP STANDARDS
of the California Department of Corrections and Rehabilitation
CPOST Executive Board

ARTICLE I: Purpose and Policy

The parties, being the employer organizations signatory hereto, declare it to be their purpose and policy to establish Apprenticeship Standards (hereinafter "Standards") for an organized, planned system of apprenticeship, conducted as a management undertaking. These Standards have, therefore, been adopted pursuant to the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the occupations defined herein, to become effective upon their approval.

ARTICLE II: Occupations

<u>Occupation Titles</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Medical Technical Assistant	29-2099.99	(See Attachment A-4)
Correctional Firefighter	33-2011.01	(See Attachment A-5)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-6)
Youth Correctional Counselor	21-1012.00	(See Attachment A-7)
Youth Correctional Officer	21-1021.00	(See Attachment A-8)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-9)

ARTICLE III: Organization

Per the California Penal Code (PC) §13601 (a): The Commission on Correctional Peace Officer Standards and Training (CPOST) develops, approves, and monitors standards for the selection and training of state correctional peace officer apprentices and oversees the Apprenticeship Program (AP) and the Local Apprenticeship Subcommittees (LAS).

The agreement between the State of California and California Correctional Peace Officer Association (CCPOA) recognizes that these legislative amendments effectively renamed the California Department of Corrections and Rehabilitation (CDCR) and Department of Youth Authority Joint CPOST Executive Board as the CPOST; and gave the CPOST the authority to create its own Operating Procedures (OP) and program standards.

In January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of COs, both apprentices and journeypersons. The parties recognize that these legislative amendments effectively renamed the CDCR-Department of Youth Authority Joint CPOST Executive Board as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

The CPOST will adopt changes and additions to the Apprenticeship OP and standards, as necessary, subject to the approval of the CPOST Executive Board and, when applicable, the Administrator of Apprenticeship (Director, Department of Industrial Relations).

The CPOST Executive Board covers all State adult and juvenile correctional facilities and parole regions in the state of California. The CPOST Executive Board shall be composed of six (6) voting members: Three (3) members from, appointed by, and representing the management of CDCR, one of whom shall represent the Division of Juvenile Justice (DJJ) or the Division of Rehabilitative Programs (DRP). Three (3) members shall be recommended and appointed by the Governor, upon recommendation by, and representing the membership of CCPOA. Two (2) members shall be rank-and-file persons from BU6, and one (1) member shall be supervisory. In addition thereto, the committee shall retain such other advisors, as the committee shall determine. Such advisors and an apprenticeship consultant representing the Division of Apprenticeship Standards (Division of Apprenticeship Standards) shall act without a vote.

The CPOST Executive Board may establish subcommittees and/or appoint advisory members in the various correctional facilities and parole regions throughout the State, where desired, to assist it in operating this apprenticeship program. The CPOST Executive Board may determine the geographical area to be served by each subcommittee and/or advisory member. Each subcommittee and advisory member shall, in all cases, report to and be accountable to the CPOST Executive Board. The purpose of the subcommittees and/or advisory member shall be to oversee the apprenticeship program at that facility or parole region and report any problems to the CPOST Executive Board.

The CPOST Executive Board through its subcommittees and/or advisory members shall monitor the progress of each apprentice. The CPOST Executive Board and its subcommittees and/or advisory members shall supervise the operation of all related and supplemental training, on-the-job training, and appeal proceedings. Any apprentice dissatisfied with the actions of a subcommittee or advisory member may appeal in accord with the Operating Procedures. The CPOST Executive Board will consider and make all the final decisions on the subcommittee and advisory member recommendations.

ARTICLE IV: Jurisdiction

These Standards shall apply to the employer organizations signatory hereto, and to all apprentice agreements hereunder.

ARTICLE V: Functions

The functions of the CPOST Executive Board shall be to:

1. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice.
2. Make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction.
3. Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice completes training.
4. Serve in an advisory capacity with facilities and/or parole regions and employees in matters pertaining to these Standards.
5. Aid in the adjustment of apprenticeship disputes.

ARTICLE VI: Responsibilities

The responsibilities of the CPOST Executive Board shall be to:

1. Supervise the administration and enforcement of these Standards.
2. Adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these Standards.
3. Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and State law and regulations applicable to the applicable job classification and for the welfare of the apprentice.
4. Conduct orientations, workshops or other educational sessions for facilities and/or parole regions to explain these Standards and the operation of the apprenticeship program.

5. File a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement.
6. Establish and maintain a record system for on-the-job training and related instruction.
7. Provide an appeal process for disputes regarding the Apprenticeship Program, including provisions for fair hearings.
8. Adopt changes to these Standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
9. Prepare and submit an annual Self-Assessment Review, and Program Improvement Plan.
10. Provide recommendations for maintaining a safe work site and equipment sufficient to train the apprentices.

ARTICLE VII: Definition of an Apprentice

An apprentice is a person at least 21 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade, and who has entered into a written apprentice agreement under the provisions of these Standards.

ARTICLE VIII: Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with these Standards, the Operating Procedures, rules, regulations and decisions of the CPOST Executive Board.

ARTICLE IX: Apprentice Agreement

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the CPOST Executive Board and by the apprentice and must be approved by a representative of the Division of Apprenticeship Standards.
2. Each apprentice shall be furnished a copy of these Standards before indenture. These Standards shall be considered a part of the apprentice agreement as though expressly written therein.

ARTICLE X: Termination and Transfer of Agreements

During the probationary period, an apprentice agreement shall be terminated by the CPOST Executive Board at the request in writing of either party. After such probationary period, the Department of Industrial Relations, Administrator of Apprentice (the Administrator) may terminate an apprentice agreement, by mutual agreement of all the parties thereto, or may cancel an apprentice agreement for good and sufficient reason.

The CPOST Executive Board may, with the approval of the Administrator, transfer such agreement to any other agency if the apprentice consents and such other agency agrees to assume the obligation of said apprentice agreement.

ARTICLE XI: Related and Supplemental Instruction

1. Apprentices shall satisfactorily complete a minimum of 144 hours per year of prescribed courses of related and supplemental instruction.
2. Required school time shall be compensated
[See Attachment B1 - B3 - Course Outlines-for all Occupations and Academy Addresses]

ARTICLE XII: Lay-off

If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.

There shall be no liability on the part of the employer or the CPOST Executive Board for an injury sustained by an apprentice engaged in school work at a time when the apprentice is unemployed.

ARTICLE XIII: Controversies

All controversies or differences concerning apprentice shall be processed in accordance with the appeals process set forth in the Operating Procedures.

ARTICLE XIV: Term of Apprenticeship

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)

Parole Agent I	21-1092.00	(See Attachment A-3)
Medical Technical Assistant	29-2099.99	(See Attachment A-4)
Correctional Firefighter	33-2011.01	(See Attachment A-5)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-6)
Youth Correctional Counselor	21-1012.00	(See Attachment A-7)
Youth Correctional Officer	21-1021.00	(See Attachment A-8)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-9)

ARTICLE XV: Ratio

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Medical Technical Assistant	29-2099.99	(See Attachment A-4)
Correctional Firefighter	33-2011.01	(See Attachment A-5)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-6)
Youth Correctional Counselor	21-1012.00	(See Attachment A-7)
Youth Correctional Officer	21-1021.00	(See Attachment A-8)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-9)

ARTICLE XVI: Wage Schedule

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Medical Technical Assistant	29-2099.99	(See Attachment A-4)
Correctional Firefighter	33-2011.01	(See Attachment A-5)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-6)
Youth Correctional Counselor	21-1012.00	(See Attachment A-7)
Youth Correctional Officer	21-1021.00	(See Attachment A-8)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-9)

ARTICLE XVII: Work Training

1. The employer shall see that all apprentices are under the guidance of a journeyman or supervisor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the

occupation as outlined herein. Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.

2. The major work process in which apprentices will be trained as a Correctional Officer (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Medical Technical Assistant	29-2099.99	(See Attachment A-4)
Correctional Firefighter	33-2011.01	(See Attachment A-5)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-6)
Youth Correctional Counselor	21-1012.00	(See Attachment A-7)
Youth Correctional Officer	21-1021.00	(See Attachment A-8)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-9)

ARTICLE XVIII: Safety & Health, and Recognition of Illegal Discrimination and Sexual Harassment

1. Each apprentice shall receive training and education in first aid, safe working practices, and in the recognition of occupational health and safety hazards.
2. Each apprentice shall receive training in the recognition and prevention of illegal discrimination and sexual harassment.

ARTICLE XIX: Letter of Completion

Upon evidence of satisfactory completion of apprenticeship, each apprentice will be issued a Letter of Completion by the authority of the California Apprenticeship Council.

In recognition of unusual ability and progress, the Local Apprenticeship Sub-Committee may decrease the term of apprenticeship for an individual in accordance with the Operating Procedures.


ARTICLE XX: California Plan for Equal Opportunity in Apprenticeship

(See Attachment D).

The foregoing Standards are hereby agreed to and adopted on June 5, 2017.

Employer Organizations

CPOST Executive Board



Brenda Gibbons, Chair

6-5-17
Date

R.A McGee Correctional Training Center 9850 Twin Cities Rd.
Galt, CA 95632

The foregoing apprenticeship Standards, being in conformity with the rules and regulations of the California Apprenticeship Council, are hereby approved



Diane Ravnik, Chief
Division of Apprenticeship Standards

6/29/17
Date

17 JUN 15 AM 8:32

List of Committee Members Names and Addresses

(See Attachment E)

Advisors

California Division of Apprenticeship Standards (Division of Apprenticeship Standards)

Eric A. Elberg

160 Promenade Circle, Suite 320

Sacramento CA 95834

Division of Apprenticeship Standards Consultant Name and Address

California State Division of Apprenticeship Standards (Division of Apprenticeship Standards)

Felicia Buasan

160 Promenade Circle, Suite 320

Sacramento, CA 95834

Attachment A-1

ATTACHMENT A-1

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION
Correctional Officer

O'NET CODE
33-3012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

COs (WY50/9662) and YCOs (WU90/9579) will be appointed to the appropriate alternate ranges as follows:

1. Range 1 (\$19.62 / hour): This hourly apprenticeship range shall apply to COs while attending the basic academy who does not meet the criteria for payment in Range B, Range C, Range J or Range K.

2. Range B (\$3,984 - \$4,762 / month): This apprenticeship range shall apply to employees who have graduated from or completed the appropriate basic academy established by the departments, who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range 1, employees shall receive the minimum salary rate. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one-step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the Merit Salary Adjustment (MSA) process.

3. Range C (\$5,291 - \$6,652 / month): This journey person range shall apply to employees who have satisfactorily completed the apprenticeship program (24 months and hourly requirement, unless qualifying credits are awarded by the LAS) for the employee's classification and who do not meet the criteria for payment in Range K.

Upon movement to Range C from Range B or Range J employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive MSAs in accordance with BU6 MOU until the maximum of the range is reached.

4. Range J (\$4,183 - \$5,000 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a seven (7) consecutive day work period as established by the departments under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a seven (7) consecutive day work period.

5. Range K (\$5,556 - \$6,985 / month): This journeyperson range shall apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a seven (7) consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU.

- This alternate range represents full compensation for all hours worked up to 41 hours in a seven (7) consecutive day work period.
- Upon movement to Range K from Range C, employees shall receive a one-step (5%) increase and shall retain their merit salary adjustment anniversary date.
- Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.
- Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.
- When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Correctional Officer (CO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in BU6 MOU Section 15.17.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent).
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund
- 4. Pension:**
 - a) Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - b) Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.
- 5. Vacation:**
 1. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month
 2. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

3. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
4. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
 - a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
 2. Allow the intermittent employee to retain his/her vacation credits; or
 3. Effect a combination of (1), or (2) above.
5. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

6. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
7. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
8. If an employee desires to cancel a pre-scheduled vacation time, the employee:
 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above, shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

1. Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-2

ATTACHMENT A-2

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Correctional Counselor I

O'NET CODE

21-1012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$5,525 - \$6,623 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the (MSA) process.

2. Range B (\$6,685 - \$8,025 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded, in Range A and the apprenticeship program for the employee's classification.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$5, 801 - \$6,954 / month): This apprenticeship range shall apply to employees who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$7,019 - \$8,426 / month): This journey person range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$5,692 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$5,977 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$6,663 - \$8,380 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$6,996 - \$8,799 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range

represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

9. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC I), or Parole Agent I, Youth Authority. Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund

3. Vision: \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid

employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;

2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

1. Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.

- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-3

ATTACHMENT A-3

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Parole Agent I

O'NET CODE

21-1092.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$5,525 - \$6,623 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the (MSA) process.

2. Range B (\$6,685 - \$8,025 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded, in Range A and the apprenticeship program for the employee's classification.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$5,801 - \$6,954 / month): This apprenticeship range shall apply to employees who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$7,019 - \$8,426 / month): This journeyperson range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$5,692 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$5,977 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$6,663 - \$8,380 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$6,996 - \$8,799 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range

represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

9. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC I), or Parole Agent I, Youth Authority. Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund

3. Vision: \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid

employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;

2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1 above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

4. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
5. Makes all reasonable attempts to recover his/her expenses; and,
6. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.

- b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

4. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
5. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
6. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

4. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
5. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
6. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-4

ATTACHMENT A-4

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Medical Technical Assistant

O'NET CODE

29-2099.99

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

MTAs, Correctional Facility (WZ25/8217) shall be appointed to the appropriate alternate ranges as follows:

1. Range A (\$4,639 / month): This range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

2. Range B (\$5,291 - \$6,652 / month): This range shall apply to employees who have satisfactorily completed twelve (12) months in Range A and who do not meet the criteria for payment to Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with of the BU6 MOU until the maximum of the range is reached.

3. Range J (\$4,871 / month): This apprenticeship range shall apply to the incumbents who meet criteria for payment at Range A under Alternate Range Criteria 290 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive the minimum salary rate and shall retain their Merit Salary Adjustment anniversary date.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A at the minimum-salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$5,556 - \$6,985 / month): This journey person range shall apply to the incumbents who meet criteria for payment at Range B under Alternate Range Criteria 290 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Rank K, employees shall receive performance salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Medical Technical Assistant, Correctional Facility (MTA, CF), Medical Technical Assistant, Psychiatric, or Casework Specialist, Youth Authority. Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Upon movement in the same class to the same alternate range:

- The employee shall move to the same alternate range and retain his/her salary rate and salary adjustment anniversary date. Example: MTA, CF, Range J to MTA, CF, Range J.

Upon movement to another R06 class with exactly the same alternate range:

- To determine the new ("to") appointment salary rate, Range J and Range K employees will move from the-appropriate rate in Range A or Range B by reducing the based-on salary rate

by one step (5%). Apply the appropriate salary rule application to this reduced rate (other special pays and/or pay differentials, etc., may come into play)

The salary adjustment anniversary date is unaffected by this process. However, the anniversary date for Ranges A and J is subject to the R06 apprenticeship provisions and are not governed by the CalHR anniversary rules. The new "to" anniversary date is established based on the provisions of the new "to" class, if applicable.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund.
- 4. Pension:**
 - Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month

181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or

2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,

3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)

Casework Specialist

Community Services Consultant

Correctional Counselor I

Correctional Counselor II Specialist

Correctional Officer

Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)

Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-5

ATTACHMENT A-5

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Correctional Firefighter

O'NET CODE

33-2011.01

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

Fire Captain, CI (VZ38/ 9001) will be appointed to the appropriate alternate ranges as follows:

1. Range A (\$4,639 - \$5,059 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J, Range K, Range L, Range M, Range N or Range P.

Upon appointment to this range, employees are eligible to receive a one-step 5% apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment in order to automate the increase. This increase is subject to the Merit Salary Adjustment process.

2. Range B (\$5,291 - \$6,652 / month): This journey person range shall apply to employees, who have completed twenty-four (24) months of service and hourly requirement (unless qualifying credits are awarded) in Range A, or Range J, or Range L and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K, Range M or Range P.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$4,871 - \$5,312 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

4. Range L (\$4,871 - \$5,312 / month): This apprenticeship range shall apply to full-time incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 192 hours in a 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU.

5. Range N (\$4,871 - \$5,312): Effective March 18, 2002, this apprenticeship range shall apply to full-time employees who enter the class, on or after March 18, 2002, and who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to 216 hours in a 28 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Upon movement to Range L from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Upon movement to Range N from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Thereafter, employees are eligible to receive a one-step 5% apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached. Qualifying pay periods include time served in Range A, if applicable.

When employees are no longer eligible for payment under the provisions of Range J, Range L, or Range N, they shall be placed in Range A with a one-step 5% decrease from their Range J or Range L salary rate and shall retain their MSA anniversary date.

6. Range K (\$5,556 - \$6,985 / month): This journey person range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period; or

Upon movement to Range K from Range B employees shall, receive a one-step 5% increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Upon movement to Range M from Range B, employees shall receive a one-step 5% increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range P from Range B, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

7. Range M (\$5,556 - \$6,985 / month): This journey person range shall apply to fulltime incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 192 hours in a 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to Section 17.02 of the BU6 MOU.

8. Range P (\$5,556 - \$6,985 / month): Effective March 18, 2002, this journey person range shall apply to full time employees who enter the class on or after march 18, 2002, and who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to 216 hours in a 28 consecutive day work period.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Upon movement to Range P from Range N, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, Range M, or Range P, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU

until the maximum of the range is reached. Qualifying pay periods include time served in Range B, if applicable.

When employees are no longer eligible for payment under the provisions of Range K, Range M, or Range P, they shall be placed in Range B with one-step 5% decreased from their Range K, Range M, or Range P salary rate and shall retain their Merit Salary-Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Fire Captain, Correctional Institution (FC, CI). Salary Ranges J, K, L, M, N, and P shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.17 of the BU6 MOU,

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund
- 4. Pension:**
 - Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period,

the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up

to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the

Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.

2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-6

ATTACHMENT A-6

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

DJJ Casework Specialist

O'NET CODE

21-1012.00C

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$5,692 / month): This range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

2. Range B (\$6,663 - \$8,380/ month): This range shall apply to employees who have satisfactorily completed twelve (12) months in Range A and who do not meet the criteria for payment to Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with of the BU6 MOU until the maximum of the range is reached.

3. Range J (\$5,977/ month): This apprenticeship range shall apply to the incumbents who meet criteria for payment at Range A under Alternate Range Criteria 290 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive the minimum salary rate and shall retain their Merit Salary Adjustment anniversary date.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A at the minimum-salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$6,996- \$8,799/ month): This journey person range shall apply to the incumbents who meet criteria for payment at Range B under Alternate Range Criteria 290 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Rank K, employees shall receive performance salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Medical Technical Assistant, Correctional Facility (MTA, CF), Medical Technical Assistant, Psychiatric, or Casework Specialist, Youth Authority. Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Upon movement in the same class to the same alternate range:

- The employee shall move to the same alternate range and retain his/her salary rate and salary adjustment anniversary date. Example: MTA, CF, Range J to MTA, CF, Range J.

Upon movement to another R06 class with exactly the same alternate range:

- To determine the new ("to") appointment salary rate, Range J and Range K employees will move from the appropriate rate in Range A or Range B by reducing the based-on salary rate

by one step (5%). Apply the appropriate salary rule application to this reduced rate (other special pays and/or pay differentials, etc., may come into play)

The salary adjustment anniversary date is unaffected by this process. However, the anniversary date for Ranges A and J is subject to the R06 apprenticeship provisions and are not governed by the CalHR anniversary rules. The new "to" anniversary date is established based on the provisions of the new "to" class, if applicable.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund.
- 4. Pension:**
 - Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month

121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- c) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- d) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- 4. Schedule the intermittent employee for vacation leave; or

5. Allow the intermittent employee to retain his/her vacation credits; or
6. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

3. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
4. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

7. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

4. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
5. Makes all reasonable attempts to recover his/her expenses; and,

6. Provides the employer documentation of the economic loss.

8. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist

Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- c) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- d) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

C. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 4. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 5. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
- 6. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

D. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

4. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
5. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
6. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-7

ATTACHMENT A-7

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Youth Correctional Counselor

O'NET CODE

21-1012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

Youth Correctional Counselors (WU65/9581) will be appointed to the appropriate alternate ranges as follows:

- 1. Range A (\$3,401 / month):** This apprenticeship range shall apply to employees while attending the basic academy established by the Department and who do not meet the criteria for payment in Range B, Range C, Range J or Range K.
- 2. Range B (\$4,360 - \$5,222 / month):** This apprenticeship range shall apply to employees who have graduated from the basic academy established by the Department and who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one-step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increases, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the MSA process.

- 3. Range C (\$5,792 - \$7,288 / month):** This journey person range shall apply to employees who have satisfactorily completed twenty-four (24) months and required hours (unless qualifying

credits are awarded) in Range B or Range J, and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K.

Upon movement to Range C from Range B or Range J, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance, with the BU 6 MOU until the maximum of the range is reached.

4. Range J (\$4,578 - \$5,483 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 170 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

5. Range K (\$5,546 - 6,743 / month): This journey person range shall, apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 170 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a

vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:

- Monthly salary + monthly differentials (except shift differential received) x 12 = annual salary divided by 52 = salary per 7 day work period.
- Salary per 7 day work period + shift differential received in the work period divided by 41 hours (hours worked in 7 day work period) = straight rate of pay x 1.5 = premium overtime rate of pay.

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

4. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
5. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
6. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

7. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
8. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
9. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-8

ATTACHMENT A-8

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Youth Correctional Officer

O'NET CODE

21-1021.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

YCOs (WU90/9579) will be appointed to the appropriate alternate ranges as follows:

- 1. Range A (\$3,401 / month):** This apprenticeship range shall apply to YCOs while attending the basic academy established by the departments, who do not meet the criteria for payment in Range B, Range C, Range J or Range K.
- 2. Range B (\$3,984 - \$4,762 / month):** This apprenticeship range shall apply to employees who have graduated from or completed the appropriate basic academy established by the departments, who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range 1 or Range A, employees shall receive the minimum salary rate. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment in order to automate the increase. This increase is subject to the MSA process.

- 3. Range C (\$5,291 - \$6,652 / month):** This journey person range shall apply to employees who have satisfactorily completed the apprenticeship program (24 months and hourly requirement, unless qualifying credits are awarded) for the employee's classification and who do not meet the criteria for payment in Range K.

Upon movement to Range C from Range B or Range J, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance, with the BU6 MOU until the maximum of the range is reached.

4. Range J (\$4,183 - \$5,000 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

5. Range K (\$5,556 - \$6,985 / month): This journey person range shall, apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU.

This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range C, employees shall receive a one-step (5%) increase and shall retain their merit salary adjustment anniversary date.

Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Youth Correctional Officer (YCO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in BU6 MOU Section 15.17.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$562 / month (eligible employee only)
\$1,128 / month (eligible employee plus one eligible dependent)
\$1,469 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.

Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.

Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- a) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- b) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

1. Schedule the intermittent employee for vacation leave; or
2. Allow the intermittent employee to retain his/her vacation credits; or
3. Effect a combination of 1, or 2 above.

If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.

Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the

department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees: Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee, except for, effective July 1, 2016, time spent on jury leave, military training leave, and subpoenaed witness leave. Only time spent on these three (3) kinds of leaves shall be counted as hours worked for purposes of calculation overtime commencing on July 1, 2016

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by } 52 = \text{salary per } 7 \text{ day work period.}$
- $\text{Salary per } 7 \text{ day work period} + \text{shift differential received in the work period divided by } 41 \text{ hours (hours worked in } 7 \text{ day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in BU6 MOU Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I

Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 BU6 MOU], MTA, YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- c) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- d) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
- 3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees

Employees shall be scheduled in the following manner:

- Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU. One (1) hour per work period to allow

for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

Attachment A-9

ATTACHMENT A-9

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Parole Agent (Institution)

O'NET CODE

21-1092.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be-3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$5,525 - \$6,623 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the (MSA) process.

2. Range B (\$6,685 - \$8,025 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded, in Range A and the apprenticeship program for the employee's classification.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$5,801 - \$6,954 / month): This apprenticeship range shall apply to employees who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$7,019 - \$8,426 / month): This journeyperson range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$5,692 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$5,977 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$6,663 - \$8,380 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, DJJ.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$6,996 - \$8,799 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

- a. Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the Implemented Terms until the maximum-of the range is reached.
 - b. Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the Implemented Terms until the maximum of the range is reached.
 - c. When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.
1. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC 1), or Parole Agent 1, Youth Authority Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the Implemented Terms:

Apprentice and Journeymen benefits are listed as follows:

1. **Health benefits:** \$3217 month (eligible employee only)

\$625 / month (eligible employee plus one eligible dependent)

\$807 / month (eligible employee plus two or more eligible dependents)
2. **Dental:** \$44.33 / month (eligible employee only) through the CCPOA Benefit Trust Fund

\$44.33 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund.

\$44.33 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
3. **Vision:** \$8.10, month (eligible employee) through the CCPOA Benefit Trust Fund
4. **Pension:**
 - A. Unit 6 employees shall continue to be subject to the 3% at age 50 retirement formula.
 - B. Member contributions to PERS shall be based on eight percent (8%) of the compensation in excess of eight hundred sixty-three (\$863) dollars per month for employees who are in the Peace Officer/ Firefighter (PO/FF) member category. This contribution rate shall become effective April 1, 1995.
5. **Vacation:**
 - A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month

181 months to 20 years 14 hours per month
241 months and over 15 hours per month

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence, shall, not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee, shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160.) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In Adult and DJJ a PIE shall be allowed to utilize up to two (2) 40-hour weeks of paid vacation each year and may be permitted by the appointing authority or his/her designee to use more. Alternatively, PIEs may request up to two (2) 40-hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.
 - a. When it is determined that there is a lack of work, a department head or designee may:

- (1) Schedule the intermittent employee for vacation leave; or
 - (2) Allow the intermittent employee to retain his/her vacation credits; or
 - (3) Effect a combination of (1), or (2) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year to a maximum of six hundred forty (640) hours. A department head or designee may permit an employee to carry over more than six hundred forty (640) hours of accrued vacation leave hours if an employee was unable to reduce his/her accrued hours because the employee:
1. Was required to work as a result of fire, flood or other extensive emergency;
 2. Was assigned work of a priority or critical nature over an extended period of time;
 3. Was absent on full salary for compensable injury; or,
 4. Was prevented by Department regulations from taking vacation until December 31 because of sick leave.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 2. May not carry over excess vacation time which may accrue as a result of the cancellation; and,

3. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter Q4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

4. Vacation/Work Week:

For purposes of vacation scheduling, the workweek shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

1. If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;

2. Makes all reasonable attempts to recover his/her expenses; and,

3. Provides the employer documentation of the economic loss.

6. Holidays: Any official State holiday, plus:

January 1 (New Year's Day);

Third Monday in January (Martin Luther King's Birthday);

Third Monday in February (Washington's Birthday, observed);

March 31 (Caesar Chavez Day);

Last Monday in May (Memorial Day); July 4 (Independence Day);

First Monday in September (Labor Day);

November 11 (Veteran's Day);

Fourth Thursday in November (Thanksgiving Day);

Fourth Friday in November (Friday after Thanksgiving Day);

December 25 (Christmas Day).

Overtime Provision: (in accordance with Government Code Section 19844.1)

1. Non 7k exempt employees: Overtime is defined as any hours worked in excess of forty (40) hours per week. Compensation shall be at time and one-half.

2. 7k exempt employees: Overtime is defined as any hours worked in excess of one hundred sixty-four (164) hours in a twenty-eight (28) day work period. Additionally, no employee shall be credited less than one hundred sixty-four (164) hours of time worked in any work period unless he or she was on an unpaid status, or for time identified in paragraph C of this section, during the work period and then only the time on unpaid status shall be deducted from the one hundred sixty-four (164) hours.
3. For the purposes of computing the number of hours worked, time when an employee is excused from work because of the use of any leave credits shall not be considered as time worked by the employee for the purposes of determining if overtime has been earned.
 - A. The method of calculating the hourly overtime rate shall be based on the one hundred sixty-four (164) .hour work period according to the following formula:

Monthly salary + monthly differentials (except shift differential received) x 12 = annual salary divided by 13 = salary per 28 day work period.

Salary per 28 day work period + shift differential received in the work period divided by 164 hours (hours worked in 28 day work period) = hourly rate of pay x 1.5 = overtime hourly rate.

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor 11 Specialist
Correctional Officer
Fire Captain, Correctional Institution (where excluded in Section 17.02)
Fire Services Training Specialist
Medical Technical Assistant
Medical Technical Assistant (Psychiatric)
Parole Agent I
Parole Agent II Specialist

Youth Correctional Counselor
Youth Correctional Officer

A. Work Periods

CDCR/DMH

The work period for employees identified above shall be one hundred sixty four (164) hours in a recurring twenty-eight (28) day period.

B. Work Schedules for Posted Employees (CO, Fire Captain Correctional Institution [excluded in Section 17.02], MTA, YCC, YCO).

1. Institutional Based (including Institutional Based Camps and Fire Captain) employees shall be scheduled for one hundred sixty-four (164) hours per work period in the following manner:
 - a. One hundred sixty (160) hours per work period of regular posted duty in accordance with applicable MOD sections.
 - b. Four (4) hours per work period to allow for pre and post work activities. This is sufficient time for all pre and post work activities during each work period. This section shall not result in changes to the shift start/stop times.
2. Non-institutional Based Employees shall be scheduled one hundred sixty four (164) hours per work period in the following manner:
 - a. Camps
 - (1) The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:
 - (2) One hundred sixty (160) hours per work period of regular posted duty in accordance with applicable Implemented Terms sections.
 - (3) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the Implemented Terms.
 - (4) Four (4) hours per work period to allow for pre and post work activities. This is sufficient time for all pre and post work activities during each work period. This section shall not result in changes to the shift start/stop times.

b. Statewide Transportation Employees:

- (1) Employees shall be scheduled in the following manner:
- (2) One hundred sixty (160) hours per work period of regular posted duty in accordance with the applicable Implemented Terms sections.
- (3) These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the Implemented Terms
- (4) Four (4) hours per work period allow for pre and post work activities. This is sufficient time for all pre and post work activities during each work period. This section shall not result in changes to the shift start/stop times.

C. Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent- JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

Employees shall be scheduled for one hundred sixty-four (164) hours of regular posted duty per work period in accordance with other applicable sections of the Implemented Terms. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the Implemented Terms.

SECTION 4: Ratio

A qualified employer may employ three (3) apprentices when at least one (1) journeyman is regularly employed, and one (1) additional apprentice for each one (1) journeyman employed.

Attachment B-1

ATTACHMENT B-1

BASIC CORRECTIONAL OFFICER ACADEMY CLASS SYNOPSIS

***R. A. McGee Correctional Training Center
9850 Twin Cities Rd.
Galt CA, 95632***

Course Curricula - 480 Total Hours

SUBJECT: ALARM RESPONSE V3.0

Alarm Response Plan provides cadets the knowledge and skills to safely respond to emergencies and/or disturbance. Tactically deploy staff and munitions to effectively control and resolve incidents of violence in an institutional setting. Provides training of the Alarm Response Plan and three levels of response, as well as the officers role and responsibility in a disturbance. This course will also provide cadets the ability to provide and coordinate an immediate tactical team response to an incident. This training contains classroom lecture and practical application.

Course Hours: 28

SUBJECT: APPLICATION OF RESTRAINT GEAR V1.0

This course provides the cadet an overview of various types of restraint gear used by the Department, each with positive benefits and inherent drawbacks. The training provides instruction on how and when to restrain a combative inmate. The course provides direction to the cadet regarding policies and procedures related to the use of restraint gear, as it pertains to the Use of Force options.

Course Hours: 6

SUBJECT: APPRENTICESHIP PROGRAM V1.2

This course provides the cadet with the purpose, function and application of the Correctional Peace Officer Apprenticeship program, including a historic overview. Defines the training requirements for Correctional Officer (CO) during their two year apprenticeship and details the CO's responsibility for the program including: training opportunities, financial compensation, program components, and recordkeeping responsibilities.

Course Hours: 1

SUBJECT: ARMSTRONG OVERVIEW

This course is designed to teach cadets about effective communication, harassment prevention, sensitivity awareness, and provides an overview of the Americans with Disabilities Act and the Fair Employment Housing Act, as well as Section 504 of the Rehabilitation Act of 1973. Participants will become familiar with the Disability Placement Program (DPP). Participants will be able to identify a qualified inmate in the DPP and understand the importance of providing reasonable accommodations to inmates with disabilities.

Course Hours: 2

SUBJECT: ARREST AND CONTROL V2.2

This course provides the cadet with the skills to perform specific self-defense moves and control holds in compliance with the California Department of Corrections and Rehabilitation (CDCR) Use of Force policy and the Peace Officer Standards and Training Commission (POST) guidelines for arrest and control. The training provides the participants with the knowledge and skills needed to defend themselves without the use of a weapon. Cadets will learn the importance of a career-long commitment to practicing weaponless defense skills.

Course Hours: 16 (All 16 hours attributed to 46 hour PC 832 Arrest Course)

SUBJECT: COMMUNICATION DE-ESCALATION TECHNIQUES V1.0

The CDCR is committed to resolving conflicts at the lowest and least invasive level, avoiding the use of force. Our correctional culture values positive interactions between correctional officers and inmates and promotes the development of safe conditions in correctional settings. This lesson provides cadets with the skills and practice in effective communication and de-escalation techniques, designed to prevent situations from escalating. In addition to the 28 hours of classroom instruction, the communications/de-escalation training is threaded throughout additional courses in the 12-week Academy.

Course Hours: 28

SUBJECT: CORRECTIONAL TACTICAL TRAINING V1.0

Correctional peace officers are expected to maintain order, confront and control disorderly conduct, and affect the arrest of individuals who are in violation of State laws. COs must have basic skills in unarmed self-defense to maintain the security of all persons. Failure to attain these skills may result in serious injuries and/or death.

Course Hours: 24

SUBJECT: CDCR FORM 22- REQUEST FOR INTERVIEW V1.0

This course teaches staff to understand the importance of the written request process for inmates/parolees and their role in responding to requests for an interview, item or service. Cadets will be able to process and respond to CDCR Form 22, regarding written inmate/parolee requests in a professional manner, in accordance with departmental policy and procedures. The main focus emphasizes encouraging cadets to use verbal communication to resolve inmate request on an informal level.

Course Hours: 1

SUBJECT: CELL EXTRACTION V2.1

This course provides training to the cadet regarding compliance with the Department's Use of Force Policy during an extraction. This course teaches the cadet knowledge, confidence, and the ability to perform the duties of an extraction team member. Provides training on identifying safety equipment and weaponry authorized for use during an extraction. Upon completion the cadet will understand how to conduct a cell, dorm, and yard extraction in a safe and efficient manner.

Course Hours: 7

SUBJECT: CHEMICAL AGENTS V2.0

This course teaches the cadet proper application, skills, knowledge and use of CDCR-approved Chemical Agents. Provides instruction on the importance of policies and procedures of the CDCR in using chemical agents and devices as use of force options. Provides the abilities required to safely use and select the appropriate chemical agents and means of delivery. This course requires exposure to the following agents: Oleoresin Capsicum (OC), Chloroacetophenone (CN), Orthochlorobenzalmalononitrile (CS).

Course Hours: 10

SUBJECT: CRIME SCENE AND EVIDENCE PRESERVATION V1.0

This course teaches the cadet about the various responsibilities required to preserve a crime scene and how to properly process evidence. It covers types of evidence and the functions evidence serves in an investigation. It also teaches the chain of custody, what constitutes a crime scene, the four angles needed when photographing a crime scene and evidence packaging through activities with practical application. This course provides training that enables the cadet to properly conduct themselves following an incident and aid in the investigation process.

Course Hours: 4

SUBJECT: CUSTODY STAFF RESPONSIBILITIES

Cadets will understand their responsibilities as they relate to the Armstrong Remedial Plan (ARP), the Disability Placement Program (DPP), and relevant policies and procedures. As mandated by the Armstrong v. Brown lawsuit, the Department is required to conduct targeted training for employees whose duties and responsibilities are impacted by the provisions of the ARP. This course will ensure custody staff receives required training regarding their responsibilities for ensuring compliance with the ARP and DPP.

Course Hours: 2

SUBJECT: DRUG AWARENESS V1.1

This course teaches the cadet about the various drugs found inside an institution. It covers drug identification; how drugs are introduced and transported; and where they are commonly found. It also teaches the effects of drugs, signs and symptoms for an inmate under the influence, and the problems that surround drugs in an institution setting. This course provides training that enables the cadet to recognize drugs and offender manufactured alcohol, as well as teaching them the appropriate action to take for offenders under the influence of drugs and confiscate confiscating drugs or alcohol.

Course Hours: 3

SUBJECT: EEO SEXUAL HARASSMENT PREVENTION V1.1

This course introduces and explains Federal Law, State Law, and the departmental policies and requirements regarding Equal Opportunity Employment and Sexual Harassment. Cadets will have the knowledge and skills to ensure discrimination, retaliation, and sexual harassment do not occur in the workplace. This lesson will also sensitize cadets to the importance of maintaining cultural awareness, cooperation, and respect when interacting with staff, offenders, and the public. It conveys the importance of a hostile-free work environment and explains the procedures or course of action to report and/or file a complaint at the formal or informal level. It also explains the roles and responsibilities of supervisory and non-supervisory personnel.

Course Hours: 4

SUBJECT: EMERGENCY OPERATIONS V2.0

This course teaches the cadet how to respond to an institution disturbance or natural disaster in compliance with laws, rules, regulations, and policies, including the components for the CDCR's Emergency Operations Plan, Incident Command Post, Standardized Emergency Management System, National Incident Management System, as well as the following roles and responsibilities of the Crisis Response Team, Peer Support Program, mutual aid from other institutions and from various outside agencies.

Course Hours: 2

SUBJECT: ESCAPE PREVENTION V3.0

This course provides cadets with an understanding of their role in preventing escapes and how conducting inmate counts provides for the safety and security of the institutions, employees, inmates, and the public. This course covers preventive measures and a pro-active approach to decrease the possibility of an escape. Emphasis is on conducting proper security checks, searches, and identifying escape paraphernalia and escape tools. This course provides training in the steps to be taken in the event of an escape.

Course Hours: 2

SUBJECT: ETHICS V1.0

This course provides training on the importance of ethical behavior and identifies unethical behavior, the Code of Silence, and the appropriate actions to take according to CDCR policy.

The very nature of a CO's job mandates a standard of ethics above that which is required for the general public. Ethics and code of silence training continues to be a significant part of the Department's approach in teaching employees what to do if they observe unethical behavior.

Course Hours: 4

SUBJECT: EXPANDABLE BATON V2.0

The purpose of this course is to provide the cadet with the basic knowledge, skills, and abilities to properly use the Expandable Baton. Failure to attain these skills may result in serious injury and/or death. This training includes classroom lecture and practical application.

Course Hours: 20

SUBJECT: FEMALE OFFENDERS V2.0

This lesson is an introduction to working with female offenders in CDCR. CDCR recognizes the importance of managing the female offender population through appropriate and effective communication strategies.

Course Hours: 1

SUBJECT: FIRE SAFETY V1.1

This course provides cadets with their roles and responsibilities in the fire safety plan. The training explains fire prevention techniques, dangers of smoke inhalation, fire evacuation plans and routes to be followed, as well as responsibilities pertaining to inmate/staff accountability during and after an evacuation.

Course Hours: 2

SUBJECT: FIREARMS & QUALIFICATION V3.0

"This course serves to satisfy the classroom portion of firearms familiarization and range qualifications, as outlined by the Peace Officer Standards and Training Commission (POST) for the Penal Code (PC) Section 832 required training. This course teaches the cadet safety rules, nomenclature, qualification requirements, and familiarization with the operation and shooting techniques for the following weapon

- Ruger Mini-14 (27 hours with 4 in the classroom)
- Glock Model 22 .40 caliber semi-automatic handgun (32 hours with 8 hours in the classroom)
- Smith & Wesson .38 Revolver (1 hour classroom instruction) "

Course Hours: 60 (24 hours of course attributed to PC 832 firearms instruction)

SUBJECT: FIRST AID & CPR

This course provides the cadet with the working knowledge of the use of Automated External Defibrillation (AED) and administering standard first aid and/or infant, child and adult CPR in emergencies.

Course Hours: 8

SUBJECT: IMPACT MUNITIONS/ASSUMING AN ARMED POST V1.1

This course provides training in understanding the departmental policy for deploying approved impact munitions, strengths and weaknesses of impact munitions and identifying injuries that can result from deployment of less-lethal weapons which includes the 40mm multi launcher. Cadets will be able to perform with an inventory of weapons and munitions, as well as reading post orders upon assuming an armed post. Cadets will be able to check for weapons malfunction and be able to transition between weapons when appropriate.

Course Hours: 12

SUBJECT: INFORMATION SECURITY AWARENESS

This course provides cadets with the training and understanding of how to use and protect information assets. Cadets will understand the importance of information security and privacy. Cadets will also learn the factors to consider when supervising inmates who have been granted computer access.

Course Hours: 2

SUBJECT: INMATE COUNT V2.0

This course explains the policies and procedures regarding the different types of counts a CO will conduct. This includes the steps to be taken when conducting a count, including but not limited to: Close A, Close B, Emergency, Out-Counts, Positive/Negative Counts, and Standing Counts. Practical applications used during this training illustrate different types of situations that may arise during counts.

Course Hours: 3

SUBJECT: INMATE DISCIPLINARY PROCESS V1.1

This course provides the cadets with information and skills for preventing, identifying, and reporting inmate misconduct. The training provides an overview of the classification process. The course explains all the steps in the disciplinary process, including professionalism, being fair, firm, objective, consistent, and using good communication skills. A definition and explanation of progressive discipline is given. Due process rights are explained to include: loss of privileges, who conduct hearings, types of CDCR 115's.

Course Hours: 4

SUBJECT: INMATE/PAROLEE APPEALS: FORM CDCR 602 V1.

This course teaches cadets the importance of the inmate/parolee appeals process and their role in resolving inmate/parolee appeals. This course teaches cadets how to solve problems and be proactive to avoid appeals and also provides the cadets with a variety of tools to resolve issues once an appeal has been submitted.

Course Hours: 1

SUBJECT: INMATE/ STAFF RELATIONS V1.1

This course provides cadets with the skills and ability to effectively communicate in a positive manner with inmates during the performance of their duties. The training defines and explains over-familiarity and the consequences of engaging in this type of behavior and/or activity. The cadet is provided with training on dealing with questionable behavior of fellow staff members and inmates when observed.

Course Hours: 4

SUBJECT: INMATE WORK INCENTIVE TRAINING PROGRAM V1.0

This course teaches the purpose of the Inmate Work Incentive Training Program, how it is implemented, and how it applies to supervising inmates. This course provides the cadet with the skills required for completing a CDCR 1697 (Inmate Work Supervisor's Time Log) and the CDCR 191 (Inmate Time Card), as well as training on reading the Daily Movement Sheets. The importance and the responsibility of keeping accurate and daily timekeeping records of inmates are stressed throughout the course. The training utilizes practical application developed to help the cadet understand some of the different types of situations that can occur throughout an inmate's work assignment.

Course Hours: 2

SUBJECT: INTEGRATED HOUSING V1.2

This course provides an overview of the Integrated Housing Policy (IHP) that ensures housing practices are completed efficiently, to ensure inmate safety, security, appropriate treatment, and rehabilitative needs are being met. This training provides cadets the skills necessary for sound decision-making in executing policies and procedures associated with the IHP. Cadets will know the correct housing codes, classification, and disciplinary procedures to follow in all aspects of IHP.

Course Hours: 1

SUBJECT: KEY AND TOOL CONTROL V1.0

This course introduces the concept of key and tool control, and why this is essential for the safety and security of the institution: to prevent escapes, to provide consistency, and ensure accountability. Cadets will learn the steps to take when dealing with discrepancies such as keys/tools found to be broken, missing and/or unaccounted for. Additionally, this course provides training regarding disciplinary action that can result from employee negligence related to key and tool control.

Course Hours: 4

SUBJECT: LEGAL ISSUES V1.0

Cadets will be able to identify and understand the legal issues that affect them in carrying out their duties as COs. The training will provide an understanding of the relationship between laws and departmental policies, and how they are both applied within an institution.

Course Hours: 2

SUBJECT: MANAGING STRESS V1.0

This course teaches cadets that the ability to manage stress in a correctional environment is essential for a CO's health and productivity. Cadets learn that the negative effects of stress can hinder their ability to provide a safe and productive correctional environment, placing staff members, and the community, at risk. This course will provide students an introduction on the identification of stress, the body's reaction to stress, as well as strategies and resources available to help minimize the impact of stress.

Course Hours: 2

SUBJECT: MENTAL HEALTH SERVICES DELIVERY SYSTEM (MHSDS) V3.0

This course provides cadets a basic understanding of the CDCR's Mental Health Services Delivery System. This training educates cadets in the understanding of the MHSDS and the responsibilities of institutional staff in the MHSDS. Components include: Mental Health Services Delivery System Overview, Recognizing Signs and Symptoms of Mental Disorders, and Heat Related Pathology.

Course Hours: 8

SUBJECT: ORIENTATION TO CDCR V2.2

This course provides a broad overview of the various adult and juvenile facilities, and the adult and juvenile parole operations. Primary focus is on institutions, their mission, and the divisions that comprise the institution and their function. Descriptions of the various institutions, their custody levels, and physical layout.

Course Hours: 1

SUBJECT: ORIENTATION TO PHYSICAL FITNESS TRAINING V2.2

This lesson increases the cadet's level of strength, muscular endurance, cardiovascular endurance, coordination, and flexibility. The goal is to ensure cadets can meet the standards necessary to complete the daily duties as a CO and assist them in completing the Physical Fitness Training Test within the allotted time.

Course Hours: 24

SUBJECT: OVERVIEW OF DEVELOPMENTAL DISABILITIES PROGRAM V1.1

According to the Clark Remedial Plan (CRP), this course will include training on CDCR's plans, policies, and procedures to ensure inmates in the Developmental Disabilities Program have equal access to programs, services, and activities without discrimination. The training provides

information regarding appropriate adaptive support services and other reasonable accommodations.

Course Hours: 2

SUBJECT: PC 832 ARREST LEARNING DOMAINS

This curriculum is the largest portion of 46 hour PC 832 Arrest Course outlined by the Peace Officer Standards and Training Commission (POST) and is required for all correctional peace officers. This section covers the following POST Learning Domains: Leadership, Professionalism, and Ethics, Introduction to the Criminal Justice Systems, Policing in the Community, Introduction to Criminal Law, Laws of Arrest, Search and Seizure, Presentation of Evidence, Use of Force, Crime Scenes, Evidence, and Forensics, Arrest and Control, Crimes Against the Criminal Justice System, Cultural Diversity/Discrimination.

Course Hours: 26

SUBJECT: PEACE OFFICER BILL OF RIGHTS/OFFICE OF INTERNAL AFFAIRS V1.0

This course is an introduction and overview of the Peace Officers Bill of Rights (POBOR) and the Office of Internal Affairs (OIA) and its composition. The training provides cadets with an understanding of the peace officers due process if under investigation. Cadets will have an understanding of the POBOR as it applies to their positions as COs, and the role of CDCR and OIA in relation to the correctional peace officer and POBOR. Professionalism, basic responsibility, conduct, and ethics are all discussed, as well as the reporting of misconduct and the various types of disciplinary action an employee may undergo or be faced with when involved in an investigation.

Course Hours: 2

SUBJECT: PREVENTION OF INFECTIOUS DISEASE V1.1

This course is designed to provide training to ensure that the cadet can protect themselves from occupational exposure to blood borne diseases, and if exposed, will know the immediate steps to take to minimize the possibility of becoming infected. Cadets will obtain the information and basic skills necessary to protect themselves and their coworkers from exposure to and contamination from blood borne pathogens, as well as other infectious diseases and skin infections.

Course Hours: 4

SUBJECT: PRISON RAPE ELIMINATION ACT (PREA) V1.0

This course provides training on CDCR's Prison Rape Elimination Policy which provides guidelines for the prevention, detection, response, investigation, community re-entry, and tracking of offender sexual assaults and sexual misconduct between offenders and/or staff and offenders.

Course Hours: 2

SUBJECT: "R" IN CDCR - PART 1 V1.1

This course will provide an overview of the Division of Rehabilitative Programs (DRP) to include how rehabilitation pertains to the correctional process, the importance of rehabilitation, programs offered by DRP, different treatment methods, and the process for identifying offenders.

Course Hours: 2

SUBJECT: "R" IN CDCR - PART 2 V1.1

The course will provide training on the role of a CO in the offender rehabilitation process. The training includes information regarding the components of a CDCR Reentry Hub and the programs offered by the Community and Reentry Services Unit within DRP.

Course Hours: 2

SUBJECT: RADIO COMMUNICATIONS/ALARM DEVICES V1.0

This course provides the cadet with an understanding of the CDCR's policies and procedures regarding the use of radio communications and alarm devices. Provides the cadet with instruction on how to operate and communicate with radios during emergency and non-emergency situations.

Course Hours: 4

SUBJECT: REPORT WRITING V1.2

This course provides an understanding of how to properly document information regarding incidents. Cadets will know all the required reports and forms utilized by the Department. This lesson ensures cadets understand the importance of effective writing in a correctional setting, the characteristics of effective writing, grammar, punctuation, and the principles of clear written communication.

Course Hours: 20 (2 hours of course attributed to PC 832 Arrest)

SUBJECT: SEARCHES AND INMATE PROPERTY V2.3

"This course trains the cadet on procedures on how to handle, search, and inventory inmate property. COs must know the departmental policies governing inmate property and the institution's operational procedures."

Course Hours: 16 (2 hours of course attributed to PC 832 Arrest)

SUBJECT: SECURITY THREAT GROUP V1.0

This course provides the cadet with training regarding the Department's policy in addressing gang management. The Security Threat Group policy defines staff responsibilities and establishes a uniform process for the prevention, identification, interdiction, and management of security threat groups and individual affiliations within the CDCR.

Course Hours: 6

SUBJECT: STAFF RIGHTS AND ASSIGNMENT RESPONSIBILITIES V2.1

This course has been designed to teach the new cadet about the Informational Practices Act. The training provides the cadets with an understanding of what their duties and responsibilities will be according to their assignments. This also includes the review of Post Orders, and policies and procedures related to the positions.

Course Hours: 3

SUBJECT: STAFF SUICIDE AWARENESS V2.0

This course teaches cadets the importance of suicide awareness to reduce employee suicides and attempted suicides within CDCR by educating and training staff. This training assists staff in their recognition of those who may be in need, and provides resources to work through any personal or professional issues.

Course Hours: 1

SUBJECT: STRATEGIC OFFENDER MANAGEMENT SYSTEM V1.0

This course will introduce the cadet to the Strategic Offender Management System (SOMS). This training provides instruction and hands on application in a computer lab for the cadet to acquire the knowledge and skills in: SOMS Overview and Fundamentals, Retrieving Information in SOMS, Managing Offender Movement in SOMS and Managing Offender Counts in SOMS.

Course Hours: 4

SUBJECT: TRANSPORTATION OF INMATES V1.0

This course provides cadets with the skills and abilities to provide safe, secure, and humane transportation of inmates to medical services, court appearances, institutional facility transfers (internal and external) and parole release. This training will also provide the entry-level CO with the knowledge to keep inmates, themselves, and the public safe during the transportation process.

Course Hours: 2

SUBJECT: USE OF FORCE V3.0

This course will introduce the cadet to the policies, procedures, and legal ramifications associated with the use of force. This lesson has been designed to provide cadets the tools necessary to determine the appropriate steps to take when use of force is necessary and unavoidable. The goal of this lesson is to create an atmosphere within the Department where minimal and reasonable force is used to maintain the safety and security of inmates, staff, and the institution. The training utilizes extensive scenarios, as well as videos, that provide the cadet situations in which they must use discretionary decision-making in determining appropriate use of force options.

Course Hours: 8

SUBJECT: VICTIMS OF CRIMES V1.0

This lesson provides cadets with basic knowledge of the impact of crime on victims, their responsibilities as they pertain to child victimization, domestic violence, and services available from the Department. Cadets learn the basic information on reporting requirements for child victimization and mandated reporting.

Course Hours: 3

SUBJECT: WORKPLACE HEALTH AND SAFETY V1.1

The goal of this course is to ensure that cadets are able to perform their duties in a healthy, safe, and secure work environment. Cadets will receive training to ensure that safety practices are followed, and the importance of reporting and correcting unsafe workplace conditions, by reporting accidents, and acting as a safety role model, using proper safety equipment.

Course Hours: 4

ADDITIONAL BCOA TRAINING (INFORMATIONAL)

SUBJECT: CCPOA

A presentation by the California Correctional Peace Officers Association explaining CCPOA's mission and the Peace Officer's Procedural Bill of Rights.

Course Hours: 2

SUBJECT: COMPANY MEETINGS AND EVALUATIONS

This is used for meeting with cadets and allows time to address any issues/concerns cadets may have regarding the academy.

Course Hours: 5

SUBJECT: CADET ON-SITE INSTITUTIONAL TRAINING

Cadets will spend time at various adult institutions and receive structural On-the-Job Training (OJT) to complement the training received in the academy. This OJT provides the cadets with insight to the various levels of inmate housing (Level I through Level IV) facilities.

Course Hours: 16

SUBJECT: EXAMS

Major exams are administered, including the 2 hour PC 832 Arrest Course exam, per POST requirements and cover the courses presented to the cadet during each week of instruction.

Course Hours: 8

SUBJECT: GRADUATION

This period of time is utilized for the cadet check-out process, inspection, and the graduation ceremony.

Course Hours: 12

SUBJECT: ORIENTATION/REGISTRATION

This period of time is devoted to the intake process of new cadet arrivals, distribution of study materials (workbooks), uniform necessities, linens, and housing/living quarters assignments. This time also allows for the processing and completion of necessary paperwork

Course Hours: 17

SUBJECT: USE OF FORCE REFRESHER

The Basic Correctional Officer Academy (BCOA) cadets are provided an additional 4 hours of CDCR Use of Force "refresher" training prior to reporting to their assigned institution. It is deemed prudent to reiterate to cadets the departmental UOF policy they received during week 1 of the BCOA.

Course Hours: 4

Attachment B-2

Attachment B-2

ADULT PAROLE AGENT ACADEMY

ACADEMY ADMINISTRATION

Douglas Eckenrod, Parole Administrator

Academy Administrator

Michael Quaglia, PAIII

Academy Commander

Course Curricula – 410 Total Hours

SUBJECT: ARMSTRONG

BET ID: 11053050 (ARMSTRONG: MOD 1 OVERVIEW)

This lesson provides the parole agent with the basic information necessary to meet the requirements of the Americans with Disability Act, the Armstrong Remedial Plan and related court orders. As they continue with the academy, the agents will obtain the supportive information in the Disability and Effective Communication System, Clark, Parole Outpatient Clinic and Mental Health Program lessons.

Course Hours: 5

SUBJECT: ASSET FORFEITURE

BET ID: 11055550

The identification of asset forfeiture can benefit the parole agent and CDCR. This lesson will tell the student what to look for in seizing assets and how to make a referral to the Asset Forfeiture Program Coordinator.

California Health & Safety Code 11469(e) mandates that "Seizing agencies shall implement training for officers assigned to forfeiture programs, which training should be ongoing." CDCR will ensure that CDCR Peace Officers who conduct asset forfeiture seizures will receive asset forfeiture training.

Course Hours: 1

SUBJECT: AUTHORIZED USE AND OPERATION OF A STATE VEHICLE BET ID: 11055551 (APAA - AUTHORIZED USE OF STATE VEHICLE)

All California Department of Corrections and Rehabilitation (CDCR), Division of Adult Parole Operations (DAPO) staff is responsible for adhering to the State vehicle fleet rules as indicated in the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) Handbook, the State Administrative Manual (SAM), the California Government Code and appropriate Memorandum of Understanding. This lesson will in part emphasize that State vehicles shall be used only for the purpose of conducting official State business.

Course Hours: 2

SUBJECT: BASIC COMPUTER SKILLS

BET ID: 11055552

Parole agents are required to use a computer to assist them with the diverse duties of their jobs. Agents need to be familiar with how to operate a computer and navigate within the Windows Operating System in order to utilize the many CDCR databases. Upon completion of this lesson, agents will know the basics of how to access databases, use Microsoft Word, and use the CDCR intranet. This lesson provides valuable time savings skills that will assist all agents.

Course Hours: 3

SUBJECT: EXPANDABLE BATON (PC 832 COURSE)

BET ID: 11055581

The Expandable Baton (EB) has been determined by the California Department of Corrections and Rehabilitation (CDCR) to be a basic self-defense weapon for use in both the institutional and parole setting. In order to ensure parole agents maintain a satisfactory skill level after graduation, the CDCR requires each parole agent to participate in annual requalification training on the EB.

The purpose of this class is to provide students with the basic knowledge, skills, and abilities to properly use the expandable baton prior to their deployment to the field.

Course Hours: 8

SUBJECT: CASELOAD TOOLS AND MANAGEMENT

BET ID: 11055582

This class will provide parole agents with an overview and familiarization of caseload tools, caseload management, and audit standards required for DAPO. It has been designed to provide students with practical, hands-on information on how field files are audited.

A parole agent must prioritize multiple tasks and activities in an accurate, efficient and timely manner. Training in caseload management will provide information to increase management of the parole agent caseload and enable them to meet deadlines. The parole agent must also prepare comprehensive and accurate reports, while meeting case supervision requirements in line with classification levels and in accordance with the law (Title 15, Sections 3500-3901), The Department Operations Manual and the Unit 6 Memorandum of Understanding. Failure to meet established deadlines could result in disciplinary action against the parole agent, diminished a caseload effectiveness, and compromise public safety.

Course Hours: 3

SUBJECT: CHEMICAL AGENTS (PC 832 COURSE)

BET ID: 11055583

This is an 8-hour lesson that has been designed to provide a working knowledge of the use of chemical agents while working as a DAPO parole agent for the CDCR.

This lesson will consist of lecture and exercises to develop your knowledge and skills of when to use chemical agents in your job as a DAPO parole agent for the CDCR. Chemical agents are one

of the tools in the use of force arsenal and are subject to the policy and procedures you learn in classes taken on the Use of Force and the Parole Agent Safety and Tactical Training (PAST). As a parole agent, it is your responsibility to ensure that if force is needed, it complies with the law, Department policy, and is appropriate for the situation.

Course Hours: 8

SUBJECT: CHILD VICTIMIZATION AND MANDATED REPORTING BET ID: 11055584 (APAA - CHILD VICTIMIZATION/MANDATED RPT)

This lesson concentrates on the legal requirements of an on-duty peace officer as a mandated reporter of reporting child abuse in the California Department of Corrections and Rehabilitation. This lesson also covers the types of abuse, what is not abuse, the effects of domestic violence on children, and case management. Parole agents while on-duty are mandated to report suspected child abuse and need refresher training in identifying child abuse. They must know the legal requirements and reporting procedures as described in the Child Abuse and Neglect Reporting Act, Article 2.5, Penal Code, Sections 11164-11174.3. Parole agents who are effectively trained will assist in the prevention of further abuse, promote a safer society, and uphold the Department's ethics and values.

Course Hours: 4

SUBJECT: CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) BET ID: 11055585 (APAA – CLETS)

The California Law Enforcement Telecommunications System (CLETS) will provide all law enforcement user agencies with the capability of obtaining information directly from federal, state and local computerized information files. In addition, the system will provide fast and efficient point to point delivery of messages between agencies.

CLETS is a cooperative service whereby the State provides central switching equipment, personnel to staff the switching center, and sufficient circuitry from the switching center to such locations as authorized by law (one location in each county) to handle law enforcement message traffic. Circuitry and terminal equipment to extend beyond, or other than, the CLETS termination point in each county will be provided by client agencies.

Course Hours: 4 6

SUBJECT: COMMUNICATION DE-ESCALATION TECHNIQUES BET ID: 11055586 (APAA - COMMUNICATION DE-ESCALATION TECHN)

DAPO is committed to resolving conflicts at the lowest and least invasive level, avoiding the use of force. Positive interaction between Parole Agents and parolees promotes the development of safe conditions in the community. This lesson provides students with the skills and practice for effective communication and de-escalation techniques designed to prevent situations from escalating.

Course Hours: 2

SUBJECT: COMMUNITY POLICING (PC 832 COURSE)

BET ID: 11055587

Peace officers have a responsibility to serve their communities on many levels through enforcement, education, and problem solving. The philosophy and strategies of community partnership are not new to law enforcement, but the need to constantly rethink these ideas and to reaffirm the positive nature of law enforcement and community working together is every agent's responsibility. In an atmosphere of partnership, the "we together" must replace "us vs. them" mentality. The challenge to leadership is to find the "we together." Even though specialized units can be created to work on problems, it is the responsibility of everyone to find ways to engage the community and improve the quality of life.

Course Hours: 1

SUBJECT: COMPAS

BET ID: 11055588

The Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs assessment tool has been selected by the California Department of Corrections and Rehabilitation to effectively record, monitor, and direct resources, utilizing modern information technology. COMPAS utilizes proven scientifically based information and statistics to create a Risk and Needs assessment which will be utilized to determine an inmates risk to recidivate, and to assist agencies in determining an inmate's criminogenic needs. In turn, this will allow parole agents to respond effectively to changes, and appropriately refer parolees to programs which will effectively assist in the reduction of California's recidivism rates.

Course Hours: 6

SUBJECT: CONTACT WITH CRIME VICTIMS

BET ID: 11055589

Parole agents must be able to identify crime victims and determine which intervention/referral should be utilized. The proper supervision of parolees by parole agents includes dealing with crime victims appropriately. Field supervision of parolees brings parole agents in contact with crime victims on a frequent basis and failure to understand and identify the needs of victims will greatly increase the victim's apprehension and fear of crime.

This lesson will cover the most common concerns of victims, victimology, and the effects of crime on the victim, the special victim types encountered by parole staff and the most effective ways to work with victims.

Course Hours: 2

SUBJECT: COURTROOM DEMEANOR

BET ID: 11055590

Parole agents are required to testify at administrative hearings, as well as county, state, or federal courts on matters pertaining to the supervision of parolees. An agent's demeanor should be calm and professional. This lesson focuses on the knowledge, skills, and abilities needed by parole agents to prepare for and testify at administrative hearings, and in county,

state or federal courts. Failure to provide this lesson to parole agents could reflect negatively on the agent and Department and result in parolees not being held accountable for violations.

Course Hours: 2

SUBJECT: COURT REVOCATION

BET ID: 11055591

With public safety re-alignment the parole authority for the revocation and warrant process shifted from the Board of Parole Hearings (BPH) to the jurisdiction of the superior court within each of the 58 counties in the State of California. DAPO shall file a petition for revocation in the jurisdiction of the court in the county of supervision or the county in which the alleged violation of parole supervision has occurred, for the purpose of hearing petitions and imposition of a revocation term of custody. If the parolee is arrested and placed in custody on a parole hold only, where the county court does not have jurisdiction to hear a petition for revocation, DAPO shall do the following:

- Remove the PC 3056 hold, instruct the parolees to report to county of residence (and jurisdiction of the county court).
- When the parolee returns to his or her county of residence, petition the court for a revocation, parole agents will learn how to appropriately handle the parole violation. The parolee shall remain in the community.
- Petition the court magistrate for a warrant pursuant to DAPO Warrant Policy if the parolee fails to return to county of supervision.

Course Hours: 4

SUBJECT: FIRST AID & CPR

BET ID: 11055592

Parole Agents will be utilizing CPR and AED during the course of their job related duties. This course is OSHA compliant and is approved by federal, state, municipal and private/nonprofit organization. This course is taught by a certified DAPO instructor with the EMS Safety, Teaching Skills for Life.

Course Hours: 4 8

SUBJECT: CALIFORNIA PAROLE SUPERVISION AND REINTEGRATION MODEL CPSRM

(Introduction, Phase I, Phase II)

BET ID: 11055593 (APAA – CPSRM)

Parole agents supervise various types of parolees in the community. Through the application of controls and provision of services, the parole agents will help to create favorable conditions for the parolee's successful adjustment into the community. The parole agents will utilize evidence-based practices that enhance public safety through long-term positive behavioral change.

The California Parole Supervision and Reintegration Model (CPSRM) course will describe how to perform individual supervision tasks, how to complete forms for each process, practical

exercises completing forms based on scenarios, videos and role-playing exercises to reinforce lesson content.

Course Hours: 22

SUBJECT: CRIME SCENE, EVIDENCE, AND FORENSICS (PC 832 COURSE)

BET ID: 11055600 (APAA - CRIME SCENE/EVID/FORENSIC (PC832))

Peace officers must have a general understanding of the total range of basic criminal investigation procedures in order to make the appropriate decisions regarding the identification and preservation of evidence at the scene of a crime. This course will focus on the steps of a preliminary criminal investigation and the basic methods that may be used for identifying the location of evidence at a crime scene.

Course Hours: 2

SUBJECT: CRIMES AGAINST THE JUSTICE SYSTEM (PC 832 COURSE)

BET ID: 11055601

Parole agents will learn how to establish probable cause to arrest and prosecute suspects. This calls upon parole agents to recall the crime elements required to make an arrest for crimes that obstruct law enforcement in their duties and correctly categorize these crimes as felonies or misdemeanors.

Course Hours: 1

SUBJECT: CRIMINAL JUSTICE SYSTEM (PC 832 COURSE)

BET ID: 11055602

To be effective leaders, peace officers must be aware of the constitutional rights of all individuals within the United States, regardless of citizenship status, and the role the criminal justice system has in protecting those rights. This course will focus on the three components of the criminal justice system; law enforcement, judicial system, and the corrections.

Course Hours: 1

SUBJECT: CRIMINAL PERSONALITIES

BET ID: 11055603

To give parole agents the insight into a parolee's potential for future criminal behavior by reviewing the field file, police reports, pre-sentencing reports, and/or any other sources available to parole agents. This course focuses on the pre-parole assessment, referral services, and rehabilitation needs of those parolee's identified with criminal personality disorders. Failure to supervise a parolee according to their criminal personality disorder may increase the likelihood of recidivism and jeopardize public safety.

Course Hours: 2

SUBJECT: CRIMINAL THREAT GROUPS

BET ID: 11055604

Parole agents supervise various types of parolees in the community. Parolees who are gang members, or are affiliated with gang members, require specialized supervision and control. Agents need the knowledge and skills to effectively identify and supervise these parolees, and to work effectively with specialized law enforcement gang units. Failure to provide this training and information could jeopardize the agents' safety while performing parole agent duties in the community.

Course Hours: 4

SUBJECT: DA FILING

BET ID: 11055605

There are occasions when parole agents witness a crime being committed or discover, through the course of their duties, that a crime has been committed. In these instances, parole agents will need to know the procedures for filing a case with the District Attorney's Office in the county where the crime was committed. This course will focus on the basic information necessary to file a new felony or misdemeanor case with their local DA office.

Course Hours: 2

SUBJECT: DEFENSIVE DRIVING

BET ID: 11053121(DGS - DEFENSIVE DRIVING)

DAPO students will be required to watch a 4 hour video hosted by the Department of General Services regarding defensive driving training. All DAPO Parole Agents will be required to update their certification every 4 years. This training is required of any state employee who will operate a state vehicle during the course of their assigned duties.

Course Hours: 4

SUBJECT: DISABILITY EFFECTIVE COMMUNICATION SYSTEM (DECS)

BET ID: 11055606 (APAA – DECS)

The Disability Effective Communication System was developed in response to a revised permanent injunction issued by the Federal District Court in the case of Armstrong vs. Brown, also known as the Armstrong Remedial Plan (ARP). The ARP requires the California Department of Corrections and Rehabilitation to ensure inmates and parolees due process rights by identifying and accommodating their disability and effective communication needs in a timely manner throughout every parole proceeding. To support compliance with the court order, Disability and Effective Communication System provides a single, statewide database of American with Disabilities Act/Effective Communication (ADA/EC) information. The system allows CDCR's DAPO staff to track inmates and parolees who has disabilities and/or communication assistance needs.

Course Hours: 3 10

SUBJECT: DISCRETIONARY DECISION MAKING

BET ID: 11055607

To facilitate understanding and tolerance for individual differences, CDCR Parole agents must be sensitive and respectful of the Department's diverse environment. This lesson focuses on the knowledge, skills and abilities parole agents need for effective case management and supervision of parolees in accordance with the Department's policy on cultural diversity. Failure to provide this training could result in civil liability against the Department and employees.

Course Hours: 2

SUBJECT: DIVERSITY IN THE WORKPLACE (PC 832 COURSE)

BET ID: 11055608 (APAA - DIVERSITY IN WORKPLACE (PC832))

To facilitate understanding and tolerance for individual differences, CDCR parole agents must be sensitive and respectful of the Department's diverse environment. This lesson focuses on the knowledge, skills and abilities parole agents need for effective case management and supervision of parolees in accordance with the Department's policy on Cultural Diversity.

Course Hours: 2

SUBJECT: DIVISION OF REHABILITATIVE PROGRAMS

BET ID: 11055609 (APAA - DIVISION OF REHABILITATIVE PRGMS)

CDCR's Division of Rehabilitative Programs (DRP) manages adult inmate and parolee rehabilitative programs. Evidence shows successful rehabilitation is good for communities in a multitude of ways, including a significant reduction in criminal recidivism. Our mission is to help offenders leave prison with better job/career skills, education, and life skills, so they can become productive members of society. This course will focus on the numerous programs available to the Parole Agent when a referral is needed to address the parolee's criminogenic needs.

Course Hours: 2

SUBJECT: DOMESTIC VIOLENCE

BET ID: 11055610

Domestic violence is one of the most common crimes that law enforcement officers encounter. Parole agents need the knowledge and ability to understand the dynamics of violence within the family so that they can effectively supervise, address treatment needs, and intervene when necessary. It is a parole agent's duty to protect victims in accordance with the DAPO policies, as well as follow the guidelines outlined in California Penal Code, Section 13519, which states, "The course or courses of instruction and the guidelines shall stress enforcement of criminal laws in domestic violence situations, availability of civil remedies and community resources, and protection of the victim." Failure to provide the lesson could jeopardize public safety.

Course Hours: 411

SUBJECT: DRUG IDENTIFICATION, USE AND ABUSE

BET ID: 11055611 (APAA - DRUG ID, USE AND ABUSE)

One of a parole agent's primary functions includes supervising parolees who are biologically dependent on drugs. Parole agents must be able to identify behavior characteristics unique to each drug abuser in order to effectively supervise them in accordance with the law and Division

of Adult Parole Operation's policies. This lesson provides parole agents critical information on each of the five major drugs of use and abuse. Failure to provide this training could place the parole agent and the public in danger.

Course Hours: 8

SUBJECT: ELECTRONIC-IN-HOME DETENTION

BET ID: 11055612

DAPO is committed to using alternative sanction-based programs as supervision tool, when appropriate, in lieu of incarceration. Participation in the Electronic-In-Home Detention (EID) program may be considered as an alternative to a referral to county courts when addressing violations of parole and/or the law. The student will learn how to effectively utilize the EID and monitor the parolee while on EID parole supervision.

Course Hours: 4

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

BET ID: 11055614

In accordance with state and federal law, CDCR has developed its policies and training on Equal Employment Opportunity and Sexual Harassment. DAPO will cover violations of State and Federal law, as well as issues that violate CDCR's EEO and/or sexual harassment policies.

In May of 2002, the Director of the California Department of Corrections issued two new policies. AB 02/01 entitled Equal Employment Opportunity Policy and AB 02/02 entitled Sexual Harassment Policy. Failure to provide this training to DAPO staff may lead to disciplinary course of action.

Course Hours: 2

SUBJECT: EVIDENCE POLICY AND PROCEDURES

BET ID: 11055615

Parole agents must be able to carry out their duties in a legal and ethical manner in accordance with the California Code of Regulations, California Penal Code, and the Department Operations Manual. Agents perform searches and seize evidence in the course of their duties and need the appropriate knowledge and skills to meet the challenges of processing evidence. Failure to provide this training and information may expose the agent and the Department to both civil and criminal liability.

Course Hours: 2

SUBJECT: FIELD OFFICE VISIT

BET ID: 11055616

DAPO students will visit the field parole office to view the day to day operation of parole agent workload, program referrals, database, and casework, etc.

Course Hours: 812

SUBJECT: FIELD TRAINING EXERCISE

BET ID: 11055419

This is the lecture and foundation that will provide a basis for the practical application exercises that will be completed at the training site. This course will present the students with the necessary information to demonstrate their understanding of and ability to safely perform pre-parole investigations, initial home visits, an office arrests, blocking techniques, tactical entries, force-on-force tactical isolation drills and threat assessments.

Course Hours: 24

SUBJECT: FIREARMS SAFETY EQUIPMENT POLICY

BET ID: 11055617

Parole agents are armed peace officers per Penal Code (PC) 830.5 and California Department of Corrections and Rehabilitation (CDCR) Policy. This lesson focuses on the CDCR DAPO Firearm Policy, skills, and abilities parole agents need to learn in order to be successful in the application of the Department's policy on firearms and the protection and safety of the agent and the community. Agents hired after 1/1/88 will be issued a firearm to carry while on duty and must comply with timely qualification requirements. Failure to provide this training may result in a liability to the Department and jeopardize the safety of others.

Course Hours: 4

SUBJECT: FIREARMS TRAINING AND QUALIFICATION (PC 832 COURSE)

BET ID: 11055618 (APAA - FIREARMS TRNG/QUAL (PC832))

QUAL ID: 10602077

Parole agents are armed per California Penal Code (PC) 830.5 and California Department of Corrections and Rehabilitation (CDCR)/Division of Adult Parole Operations (DAPO) policy. It is necessary parole agents have the knowledge and skills to be a qualified shooter with the Smith & Wesson (S&W) Military and Police (M&P), 40 caliber semi-automatic Pistol and be familiar with the Remington Model 870, 12 gauge shotgun for compliance with Peace Officers Standards and Training (POST) requirements and CDCR/DAPO firearm policy. This course focuses on the rules of range safety and the proper handling and shooting of the above-referenced firearms. Failure to attend and complete this course satisfactorily will result in rejection from the Adult Parole Agent Academy. All parole agents hired after 1/1/1988 are mandated to be armed, and per PC Section 830.5, must qualify quarterly.

Course Hours: 40

Attachment B-2

SUBJECT: FORM CDCR 22

BET ID: 11055620 (APAA - FORM 22 REQUEST FOR INTERVIEW)

This lesson facilitates correctional and other institution/parole unit based staff's understanding of the Written Request Process – Inmate/Parolee Form CDCR 22: Request for Interview, Item, or Service. This lesson will also help staff understand the function and application of the form.

Failure to provide this training may result in increased inmate/parolee appeals and possible involvement of the Department in litigation by inmates/parolees.

Course Hours: 1 13

SUBJECT: INFORMATION MANAGEMENT

BET ID: 11055577

The typical tasks of a parole agent require the need to collect, evaluate, retrieve and disseminate personal, non-personal, non-confidential, and confidential information. The parole agent must be able to perform these duties in a legal and ethical manner in accordance with the law, California Code of Regulations (CCR), and the Department Operations Manual (DOM), and DAPO policy. Failure to inform parole agents of laws and regulations surrounding the confidentiality of certain information could result in civil and criminal liabilities toward the employee and the California Department of Corrections and Rehabilitation (CDCR).

Course Hours: 2

SUBJECT: INFORMATION SECURITY AWARENESS

BET ID: 11055578

This course provides parole agents with the training and understanding of how to use and protect information assets. Parole agents will understand the importance of information security and privacy.

Course Hours: 1

SUBJECT: INMATE/PAROLEE APPEAL FORM 602

BET ID: 11055579

This lesson facilitates understanding of the functions of the inmate/parolee appeals process, and the employee's responsibilities when receiving an appeal. Failure to provide this training may result in increased inmate/parolee appeals and a possible involvement of the Department in litigation initiated by inmates/parolees.

Course Hours: 1

SUBJECT: INTERSTATE

BET ID: 11055580

A new parole agent does not possess sufficient knowledge of interstate compact rules and procedures in order to effectively supervise interstate compact offenders received into

Attachment B-2

California. This lack of knowledge results in parole agents not completing interstate transfer investigations in a timely manner, using incorrect forms, and inconsistencies in the supervision of interstate cases as well as procedures regarding violations, progress reports, and closing interest in cases. Additionally, new parole agents will not be familiar with the extradition process especially when requesting the pick-up or cancellation of an extradition case. This performance failure has resulted in California's failure to comply with the minimum standards outlined in the Interstate Compact Rules and erroneously expending resources to return certain offenders. All these issues will be resolved by providing a basic level of training on Interstate Compact and Extradition procedures to new parole agents.

Course Hours: 1

SUBJECT: INTRODUCTION TO CRIMINAL LAW (PC 832 COURSE)

BET ID: 11055594 (APAA – INTRO TO CRIMINAL LAW – PC 832)

Parole agents must understand the origins of current law to know the role of law enforcement today. Parole agents must know the nuances of the written law in order to correctly interpret the law. The parole agents will be able to identify the relationships among Constitutional Law, Statutory Law, and Case.

Course Hours: 2 14

SUBJECT: INTRODUCTION TO DOM

BET ID: 11055595

The typical tasks of a parole agent requires the need to properly identify applicable policy, procedures, regulations, and parole violations accurately and to adopt and recommend an effective course of action. The parole agent must also be able to make decisions in accordance with the Department Operations Manual (DOM), the California Code of Regulations (CCR), and the Penal Code. Failure to adhere to the policy, procedures, and regulations may result in lawsuits against CDCR, adverse action against the agent, and jeopardize public safety.

Course Hours: 2

SUBJECT: LAWS OF ARREST (PC 832 COURSE)

BET ID: 11055596

Among the duties facing a parole agent, the most potentially dangerous and legally complex are detention, apprehension, or arrest. The variety of elements which govern and limit arrest procedures mean that parole agents must be astute in their understanding of what is legal and proper. During the procedures, parole agents must comply with a myriad of laws, court rulings, and Departmental policies; and safeguard the lives and well-being of those involved. Improper

or illegal arrest put agents and the other agencies involved at-risk to civil and criminal liability as well as serious Departmental sanctions.

Course Hours: 5

Attachment B-2

SUBJECT: LAWS OF SEARCH (PC 832 COURSE)

BET ID: 11055597

Parole agents must perform searches during the supervision and investigation of parolee's compliance to the conditions of parole. During search operations, parole agents must comply with a myriad of laws, court rulings, and Departmental policies. Improper or illegal search puts agents at-risk for possible civil and criminal liability and Departmental sanctions.

Course Hours: 3

SUBJECT: LEADERSHIP, PROFESSIONALISM & ETHICS (PC 832 COURSE)

BET ID: 11055598

Parole agents are expected to be leaders in the community, in their agencies, and among peers. To be effective, parole agents must understand the components of leadership, their responsibility to lead, and the impact of their leadership.

Course Hours: 4

SUBJECT: LEGAL ISSUES AND LIABILITIES

BET ID: 11055599

During search, arrest, and related activities/operations, parole agents must comply with a myriad of laws, court rulings and departmental policies. The variety of legal elements and constitutional rights that govern these policies means that parole agents must be clear in their understanding of what is legal and proper. Without this training, the Department is at risk for improper or illegal search, arrest, or violation of constitutional rights and puts agents at risk for possible civil and criminal liability and departmental sanctions.

Course Hours: 4 15

SUBJECT: LIFER RESPONSIVITY

BET ID: 11055423

Due to recent law changes and to reduce the prison population, the number of life term offenders paroling in the community has increased dramatically in the past few years. The Board of Prison Hearings revised the grant hearing process and the Division of Adult Parole Operations (DAPO) has created new policies and procedures to address these lifers. To be in compliance with these policies, new parole agents need to be advised on procedures such as,

how to complete the Parole Verification Documents (PVD) in a timely manner due to the increase of notoriety and liability. Failure to provide this training may result in the parole agent not being able to provide adequate supervision for lifers such, as addressing violations, submitting a transfer request, and knowing the timeframes for discharge reviews. This lesson will ensure parole agents will be in compliance with the Department policies.

Course Hours: 4

Attachment B-2

SUBJECT: MENTAL HEALTH SERVICES

BET ID: 11055625

Parole agents must be able to recognize signs and symptoms of mental disorder to properly refer parolees to the appropriate mental health professional and ensure community safety. The judge in the Coleman case directed the Department to provide training in the mental health services field for all personnel having regular contact with parolees. Failure to provide this course would violate the Federal Court order.

Course Hours: 1

SUBJECT: OFFICER INVOLVED SHOOTING

BET ID: 11055626

Parole agents need to be trained in the Department's procedures following a shooting or critical incident. They must adhere to the laws and procedures that include proper notification, investigation process, and the reporting chain. Failure to provide this training can result in discredit to the Department along with serious litigation. At the conclusion of this course the Parole agent will have the knowledge and skills to complete the task related to an officer involved shooting.

Course Hours: 4

SUBJECT: OVERVIEW OF DEVELOPMENTAL DISABILITIES

BET ID: 11053118 (DDP (CLARK) OVERVIEW – IST)

This lesson is court mandated. Parole agents are required to supervise and refer parolees with disabilities to assisting agencies in accordance with the American with Disabilities Act (ADA) and the Clark Remedial Plan. Agents must provide assistance and appropriate accommodations to developmentally disabled parolees during all contacts and parole proceedings. Failure to provide this training could jeopardize public safety which could result in civil or criminal liability for the agent and Department.

Course Hours: 1 16

SUBJECT: PAROLE AGENT SAFETY AND TACTICS (PC 832 COURSE) BET ID: 11055627 (APAA – PA SAFETY AND TACTICS (PC832))
QUAL ID: 10602076

This lesson has been developed to train newly hired parole agents as well as certify incumbent parole agents for the instruction and supervision of the safe use of Parole Agent Safety Tactics (PAST) class. Many parolees are aggressive and often violent. This requires parole agents to be knowledgeable and proficient in the retention of firearms, have the basic skills in unarmed self-defense to disarm parolees, utilizing control holds and proper handcuffing techniques. This lesson is designed to teach those basic skills, thereby reducing the overall costs associated with protecting the public and rehabilitating parolees. Failure to provide this training may result

Attachment B-2

in unnecessary injury or death in dangerous situations.

Course Hours: 32

SUBJECT: PAROLE OUTPATIENT CLINIC (POC)
BET ID: 11055629

This course focuses on the knowledge, skills and abilities parole agents need to successfully supervise parolees requiring mental health treatment. Failure to provide this class could jeopardize public safety which could result with civil or criminal liability for the parole agent or Department.

Course Hours: 2

SUBJECT: PAROLE VIOLATION DECISION MAKING INSTRUMENT/PAROLE VIOLATION DISPOSITION TRACKING SYSTEM
BET ID: 11055630 (APAA – PVDMI/PVDTS)

The Parole Violation Decision Making Instrument (PVDMI) brings evidence based risk assessment, research and best practices into the parole revocation decision making process. Prior to the implementation of the PVDMI, the parole violation decision making process was based entirely on the experience and/or subjective opinion of the parole agent. This process dictated program placement or responses to violations that often varied by agent to agent, parole unit, or parole region.

The PVDMI assesses the parolee's risk for recidivism using the California Static Risk Assessment (CSRA) score in conjunction with the severity of the parole violation (based on a severity index) to determine an appropriate and proportionate response to the violation. The parolee's risk score and the severity of the violation determine the recommended response to the violation. As the offender's risk level or the severity of the violation escalates, the recommended response escalates as well.

The 2011 Public Safety Realignment Act, as defined in Assembly Bill 109 and subsequent legislation, shifted the jurisdiction of the revocation process from the Board of Parole Hearings to the courts. As a result, DAPO developed and implemented Parole Violation Disposition Tracking System to allow division staff to effectively track all remedial sanctions and petitions sent to the local county courts for revocation. The system is designed to electronically submit the revocation packets to both internal and external stakeholders where system interface can be accomplished.

Course Hours: 16 17

SUBJECT: PENAL CODE REGISTRATION
BET ID: 11055631

Parole agents must identify when a parolee is required to register pursuant to Penal Code and Health and Safety Code requirements. They must identify registration requirements from the field file and know the appropriate actions to take when a parolee fails to register. Failure to

Attachment B-2

provide this training may result in failure to recognize registration violations by the parolee which will result in a breach of public safety.

Course Hours: 4

SUBJECT: PRE-PAROLE PLANNING
BET ID: 11055632

This lesson plan has been designed to benefit parole agents by providing the training and knowledge to review the pre-parole packet prior to the parolee's release and conduct residence verification. Parole agents will also learn the fundamental process of parolee supervision placement and identify the parolee's criminogenic needs.

Course Hours: 4

SUBJECT: PRESENTATION OF EVIDENCE (PC 832 COURSE)
BET ID: 11055633

Evidence is information presented in court to prove or help prove a point. Its overall intent is to enable the court/jury to objectively decide if a defendant is guilty or not guilty, or, in some instances, to help the court decide what sentence will be given to a convicted criminal. The Parole agent will be able identify which evidence will be admissible in court.

Course Hours: 2

SUBJECT: PREVENTION OF INFECTIOUS DISEASES
BET ID: 11055634

The California Code of Regulations (CCR), Title 8, Chapter 4, Subchapter 7, Article 109, Section 5193 (a), requires employers to train all employees with occupational exposure to bloodborne pathogens. Failure to provide this course may place employees at greater risk of occupational exposure, infection, serious illness and possible death, and could subject the Department to possible fines for non-compliance or potential litigation. The Parole agent will be able to identify infectious diseases that have been recognized by CDCR and how to treat the exposure if contacted.

Course Hours: 4 18

SUBJECT: REPORT WRITING (PC 832 COURSE)
BET ID: 11055635

Writing reports is a critical function of the parole agent classification. The parole agent must document behavior and at any time during the period of parole have the ability to determine probable cause if believed the parolee is violating any term or condition of his or her parole. This lesson will assist parole agents on how to request a warrant, recall a warrant, and process a technical parole and/or law violation as a referral for a remedial sanction or referral for a petition for revocation to the local court including the format and content from the date of discovery to the final disposition.

Attachment B-2

A parole agent's ability to clearly document the facts and activities of an investigation not only reflects on the officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. Failure to provide the information in this lesson may subject both the individual agent and the Department to criminal and/or civil liability.

Course Hours: 16

SUBJECT: ROLES AND POWER OF A PAROLE AGENT
BET ID: 11055663

The parole agent must be able to perform their duties in an ethical and legal manner in accordance with the Department Operations Manual and the California Code of Regulations, Title 15. The information presented in this class teaches agents their roles and responsibilities in order to be a positive and effective influence in the community. The agent's typical tasks require the need to analyze situations, problems, and parole violations then adopt and recommend a course of action which exercises the legal authority provided by the California Penal Code. Failure to provide this information could result in civil and/or criminal liability for the agent and the Department.

Course Hours: 4

SUBJECT: SEX OFFENDERS MANAGEMENT

BET ID: 11055664

The Sex Offender Unit is responsible for developing and implementing policies and procedures relating to Sexually Violent Predators (SVP), High Risk Sex Offender (HRSO) supervision, legal and legislative issues relating to the sex offender parolee population.

The Sex Offender Management course is an overview, consisting of enhanced supervision, sex offender specific treatment, polygraph use, victim advocacy and is intended for the management of all parolees required to register with law enforcement as a sex offender, pursuant to Penal Code (PC) §290.

Course Hours: 4 19

SUBJECT: STALKING

BET ID: 11055665

This lesson focuses on the comprehension of knowledge, skills, and abilities parole agents need to learn in order to be successful in supervising parolees with prior stalking convictions as well as those that are currently displaying stalking behaviors. This lesson will provide parole agents with information and supervision requirements specific to stalking laws, and the victim notice requirements pursuant to Penal Code 3071 and Senate Bill 1539, which requires a course for the training of law enforcement officers in California in the handling of stalking complaints. Parole agents will also learn additional case management skills for handling convicted stalkers. Failure to adhere to these requirements may put victims at risk.

Course Hours: 4

Attachment B-2

SUBJECT: STRATEGIC OFFENDER MANAGEMENT SYSTEM (SOMS)

BET ID: 11055666 (APAA – SOMS)

Under the direction of CDCR, the Strategic Offender Management System (SOMS) project will consolidate existing databases and records to provide a fully automated system and replace manual paper processes. This project will upgrade and standardize adult, juvenile, parole data and population management practices enterprise-wide to further enhance staff, offender and public safety. DAPO staff will have the knowledge to navigate and input data in this statewide database for other law enforcement agencies to view.

Course Hours: 8

SUBJECT: STRESS MANAGEMENT
BET ID: 11055667

Parole agents interact with a volatile population. Many situations are often dangerous and potentially fatal. Stress management training is one of the ways the CDCR fulfills its commitment to professional development and health. This course will enable students to identify stress, the body's reaction to it, strategies and resources available to help them. Failure to provide this training could result in an agent's diminished health and productivity, an inability to provide public safety to the community and/or potentially put the agent and CDCR at risk for civil liability.

Course Hours: 4 20

SUBJECT: SUICIDE AWARENESS
BET ID: 11055668

The CDCR recognize that every life is intrinsically valuable. Individuals, regardless of their history or environment, have the potential to engage in meaningful lives and contribute to the welfare of the communities in which they live. In their daily work, staff in CDCR model attitudes and behaviors that foster personal growth and rehabilitation of offenders. Offenders who live in an environment of empathy and interpersonal support are more likely to be hopeful about their future and be motivated to end their criminal behavior.

Suicide prevention includes not only the promotion of positive coping in a difficult environment, but also the development of systems that help inmates find purpose and resources within prison and upon re-entry into the community. Adherence to the CDCR Suicide Prevention Vision not only helps to prevent offender suicides, but also creates a setting where staff works in an environment that promotes the welfare and health of the CDCR community.

Course Hours: 1

SUBJECT: URINALYSIS
BET ID: 11055213

Parole agents are required to monitor and verify urinalysis samples submitted by parolees for required urinalysis testing. The parole agent is required to meet supervision specifications that

Attachment B-2

include urinalysis testing as determined by Division of Adult Parole Operations policy and the Memorandum of Understanding. A failure to recognize violations by the parolee or to properly administer the urinalysis condition of parole can result in a breach of public safety and adverse action against the parole agent.

Course Hours: 1

SUBJECT: USE OF FORCE
BET ID: 11055669

Peace officers must recognize that they have the authority to use reasonable force to affect an arrest, to prevent escape, or to overcome resistance as authorized by the California Penal Code. For their safety, and for the safety and well-being of fellow officers, it is critical that peace officers know the laws and policies governing the use of force.

Course Hours: 3

SUBJECT: VICTIM SERVICES AND RESTITUTION
BET ID: 11055670

Parole agents are required to provide services to victims and interested citizens related to notification of the release of inmates. Additionally, parole agents assist with restitution to victims of crime. In order for them to carry out these responsibilities they must be knowledgeable of the requirements placed on the California Department of Corrections and Rehabilitation by the California Constitution, Penal Code and Code of Regulations, Title 15. Failure to provide this training could subject the Department to liability for failure to ensure victim's rights to notification and restitution.

Course Hours: 2

SUBJECT: GENDER RESPONSIVITY
BET ID: 11055671 (APAA – GENDER RESPONSIVITY)

This training is required by Penal Code 3430 (c) (2) that mandates gender-responsive training for all CDCR staff who supervises female offenders. Additionally, "The Master Plan for Female Offenders: A Blueprint for Gender-Responsive Rehabilitation," Strategy 5.3.2, states that CDCR will "Design and begin implementation of a mandatory, specialized, gender-responsive training for all staff who work with female offenders."

Gender differences between female and male offenders must be addressed through training in order to ensure staff and offender safety, as well as to support a rehabilitative environment. This 4-hour training is based on the most current evidence-based practice, research, and practical experience that have been shown to improve facility safety, create more opportunities for rehabilitative programming, and provide staff with increased skills in managing female offenders.

This training has been designed to benefit staff by providing them additional options in managing female offenders. We have found that "when you know more, you do better" in your interactions with this population.

Attachment B-2

As required by Penal Code 3430 and the CDCR Blueprint, this training will provide:

1) Information about the context of female offender behavior and needs while in custody and on parole supervision with a practical goal of:

- Increasing safety for staff and offenders.
- Creating and sustaining a rehabilitative environment.

2) Develop staff skills by learning:

- About the importance of being gender-informed when working with female offenders.
- How to interact with female offenders through improved communication and the importance of respectful speech.
- How to become trauma-informed in your daily work with female offenders.
- De-escalation techniques.

Course Hours: 4

SUBJECT: WRITING SEARCH WARRANTS

BET ID: 11055672

DAPO will conduct a three-hour classroom presentation on search warrants to include several exercises. Having a basic understanding of search and arrest warrants will give the Parole Agent a higher level of confidence when submitting a warrant to the local courts. In addition, writing search warrants for locations not accessible via parole conditions could increase the results in locating contraband and arresting parolees-at-large.

Course Hours: 4 22

CURRICULUM / NON-INSTRUCTIONAL HOURS
(Non-instructional hours were not given BET IDs)

SUBJECT: ACADEMY MISCELLANEOUS

This is used for meeting with students and allows time to address any issues/concerns students may have regarding the academy.

Course Hours: 10

SUBJECT: GRADUATION (Rehearsal and Event)

This period of time is utilized for the students' check-out process, inspection, and the graduation practice and ceremony.

Course Hours: 8

SUBJECT: ORIENTATION / REGISTRATION

This period of time is devoted to the intake process the students arrivals, distribution of study materials (workbooks), linen, and housing/living quarter's assignments. This time will be utilized to review in detail the expectations set forth for the cadets throughout their 10 weeks in the

Attachment B-2

academy. This time also allows for the processing and completion of necessary paperwork. The orientation also includes the following:

HAZMAT LECTURE: The purpose of this lecture is to introduced students to the hazardous materials they may encounter while in the academy and in the institution. Students will learn the procedural safeguards to take when the use various cleaning products. The Material Safety Data Sheet is also discussed in the course.

PROTECTIVE VEST POLICY: The purpose is to provide students with the policy that pertains to wearing a ballistic vest. Included in the training is who is expected to wear the vest and in what conditions, exemptions to the policy, replacement of the protective vest, care for the vest and staff's accountability and safekeeping of the vest.

Course Hours: 2

SUBJECT: TESTING

These hours are used to administer major exams, which cover the classes presented to the students during each week of instruction. Each major exam is approximately two hours.

Course Hours: 10

Attachment B-3

ATTACHMENT B-3

**DEPARTMENT OF JUVENILE JUSTICE
BASIC ACADEMY
TOTAL CURRICULUM HOURS- 619**

SUBJECT: ADVANCED PRACTICE

BET ID: 11056106

This course provides additional and more rigorous practice of social skills learned during Aggression Interruption Training (A.I.T.) and Skill of the Week sessions. In weekly Advanced Practice groups, youth will have an opportunity to reinforce one or more of the social skills previously learned. Advanced Practice groups are to be provided to all youth who have completed either A.I.T. or Counter Point (or both). Participation in Advanced Practice is ongoing throughout the youth's stay in the Division of Juvenile Justice.

Course Hours: 2

SUBJECT: AREA SEARCH

BET ID: 11056107

This course provides the cadet with the knowledge, skills, and abilities to conduct thorough and systematic area searches. This course will identify for the cadets the various types of searches prevalent in a correctional facility, and the methods and techniques for conducting effective searches in a variety of situation. During the lecture portion of this course, cadets will participate in four practice activities designed to teach them the policy and ethical standards for area searches. Cadets will also practice the techniques for conducting effective search operations. During the practicum portion of this course, cadets will be expected to search several areas of the facility, to demonstrate their ability to put the search techniques into practical application.

Course Hours: 16

ATTACHMENT B-3

SUBJECT: BODY SEARCH

BET ID: 11056108

In this course, cadets will learn the reasons and purposes of conducting thorough, systematic body searches in a correctional facility. Policy concerning body searches of youth, staff, and visitors, will be examined. Cadets will participate in a variety of clothed body search activities. After learning the procedures, there will be an exercise involving actual contraband, in which the cadet will have the opportunity to play both the role of youth, and Correctional Peace Officer. Upon mastering the procedures for the clothed body search, the cadet will learn and practice the procedures for an unclothed body search on a fully clothed classmate. While certain steps will be omitted in class practice, cadets will be advised that they are crucial when conducting actual unclothed body searches in the correctional facility and will not be omitted. For this reason, the steps will be thoroughly explained and discussed in class and in the participant guide. Methods of conducting body searches on non-compliant youth will also be addressed. Finally, this course will address the finding, seizing, and proper handling of contraband and weapons during a body search. Cadets will learn proper methods of removing contraband and placing it in the proper evidence containers to be used in later disciplinary action.

Course Hours: 8

CASEWORK: INTAKE TO RE-ENTRY

BET ID: 11056109

This course provides a broad overview of the casework process from intake to reentry. The course consists of a description of the four phases of a youth's passage through the DJJ system. Information presented includes overview of intake diagnostics, program descriptions, treatment processes, legal implications, and structured hearing. Correctional Peace Officers must understand the steps through which a youth progress through DJJ, in order to perform their job in an effective, efficient, and knowledgeable manner.

Course Hours: 4

CASEWORK: YOUTH FILES

BET ID: 11056110

Updating and maintaining youth files is a critical component to DJJ staff, i.e., Youth Correctional Counselor, Youth Correctional Officer, Casework Specialists, Parole Agents, as well medical and other casework personnel. In this course, cadets will learn the importance of maintaining youth files in an accurate and professional manner. They will learn the location, components, and function of each file type. Maintaining and managing youth files is a routine part of the daily duties of Correctional Peace Officers, and an integral part of the treatment and rehabilitation of youth. Therefore, it is critical that Correctional Peace Officers know the policies and regulations regarding youth files, in order to facilitate the treatment and rehabilitation of these youth. In doing so, the overall safety of the facilities and the community will be increased.

Course Hours: 4

ATTACHMENT B-3

COGNITIVE BEHAVIORAL TRAINING PRIMER

BET ID: 11056112

Many of the evidence-based interventions use a cognitive behavioral approach based on the theory that emotions, behaviors and thoughts interrelate. Cognitive behavioral techniques aim to help youth become aware of thought distortions and behavioral patterns which support those distortions in order to correct them. Interventions focus on challenging and correcting criminal thinking to alter the emotions and modify the criminal behavior. This training introduces staff to cognitive behavioral techniques to be used with and by youth to intervene in criminal behavior or the offense cycle. The primer provides skills that staff can use to coach youth on a one-to-one or group basis.

Course Hours: 16

COMPONENTS OF THE BEHAVIOR MANAGEMENT SYSTEM

BET ID: 11056301

The Components of the Behavioral Management system promotes a safe, secure, and prosocial environment through the use of deterrents, youth accountability, and reinforcements. This system, when utilized correctly, can be effective for staff in shaping youth behavior. Failure to hold youth accountable for negative behavior undermines the safety and security of the Department. While a structured and detailed disciplinary system is critical to the safety and security of staff and youth, the ultimate goal of the DJJ is to help youth learn social skills, positive values, and recognize consequences.

Course Hours: 8

CORRECTIONAL EDUCATION

BET ID: 11056113

Education is an integral program component and is a major catalyst for changing ideas and transforming youth into productive citizens. This course focuses on the educational services provided by DJJ in a correctional setting.

Course Hours: 2

CORRECTIONAL PEACE OFFICER APPRENTICESHIP PROGRAM

BET ID: 11056114

This course provides training to the cadet regarding compliance with the Department's Use of Force Policy during an extraction. This course teaches the cadet knowledge, confidence, and the ability to perform the duties of an extraction team member. Upon completion the cadet will understand how to conduct a cell, dorm, and yard extraction in a safe and efficient manner.

Course Hours: 1

COURT APPEARANCES

BET ID: 11056115

This course teaches the cadet how report writing is critical to courtroom testimony. The two topics to be discussed are the DJJ Welfare and Institutions Code 1800 (WIC1800), and new crimes committed in the DJJ. Court process and guidelines that must be followed when testifying will also be covered in detail.

Course Hours: 2

ATTACHMENT B-3

FIRST AID & CPR (*EMS Safety Services curriculum 2016)

BET ID: 11056116

This course provides the cadet with the working knowledge of the use of Automated External Defibrillation (AED) and administering standard first aid and/or infant, child and adult CPR in emergencies.

Course Hours: 8

CRISIS INTERVENTION AND CONFLICT RESOLUTION (CICR)

BET ID: 11056117

This training is a practical, corrections-specific, skill-oriented training designed to provide staff with the skills necessary to deal effectively with conflict and crisis situation encountered in day-to-day activities. The range of problems addressed is diverse: violent or potentially violent disputes between youth; verbal conflicts which, if not resolved, may escalate to serious violence; confrontations between youth and staff; and personal crisis of individual youth including those youth that are acutely disturbed and/or suicidal.

Course Hours: 32

CRISIS PREVENTION AND MANAGEMENT: USE OF FORCE POLICY AND PROCEDURE

BET ID: 11056118

Crisis Prevention and Management: Use of Force Policy is a four-hour training session on departmental policy and procedure. The department operates under a Crisis Management and Prevention policy emphasizing a philosophy of proper prevention and intervention strategies to accomplish the treatment, education, and supervision functions with discretion and minimal reliance on the use of force. Some key concepts addressed to cadets in the policy are crisis prevention strategies, communication, rapport building, reasonable force, controlled use of force, immediate use of force, and unnecessary or excessive use of force.

Course Hours: 6

CULTURAL DIVERSITY

BET ID: 11056119

This core curriculum course covers eliminating stereotypes, cultural etiquettes of communication, and contains two activities. It is essential that Correctional Peace Officers are educated about issues pertaining to cultural diversity and awareness, as staff members and youth can be from two different nationalities, ethnicities, gender, cultural backgrounds, and religious beliefs. In addition, they need to be sensitive to individuals with special needs, such as mental and physical impairments. This course involves three hours of instruction that concentrates on strategies on how to effectively work in a highly diverse environment. The knowledge gained in this course will help improve personal interaction, improve abilities to identify problems, and will create a safer environment.

Course Hours: 3

ATTACHMENT B-3

DISABILITY AWARENESS

BET ID: 11056120

This core curriculum lesson provides information about individuals with disabilities, and reviews the deferral and state laws that protect the rights of people with disabilities. The lesson is designed to provide the necessary tools so that the participants can interact effectively with people with disabilities, and ensure that reasonable accommodations are provided to comply with the Americans with Disabilities Act.

Course Hours: 2

DRUG AWARENESS

BET ID: 11056121

This core curriculum lesson teaches the cadet about the various drugs found inside an institution. It covers drug identification, how drugs are introduced, transported, and where they are commonly found. Cadets will be familiarized with the effects of drugs, signs and symptoms, and the problems that surround drugs in an institutional environment.

Course Hours: 3

EFFECTIVE CASE PLANNING

BET ID: 11056122

This course provides cadets with an understanding of the case planning process utilized within DJJ. Case planning examples that follow the California Youth Assessment Screening Instrument (CA-YASI) are explained and utilized in demonstrating how DJJ staff work directly with youth on both short-term and long-term treatment goals. Tying youth day-to-day behavior with their specific risk factors and treatment goals is an important function for DJJ staff; it is crucial in shaping pro-social behavior which leads to youth's reduced risk to reoffend.

Course Hours: 4

EQUAL EMPLOYMENT OPPORTUNITY/SEXUAL HARASSMENT

BET ID: 11056123

This course introduces and explains Federal Law, State Law, and the departmental policies and expectations regarding Equal Opportunity Employment and Sexual Harassment. Cadets will have the knowledge, skills, and motivation to ensure discrimination, retaliation, and sexual harassment do not occur in the workplace. This lesson will also sensitize cadets to the importance of maintaining cultural awareness, cooperation and respect when interacting with staff, offenders, and the public. It conveys the importance of a hostile-free work environment. It explains the procedures or course of action to report and how to file a complaint at the formal or informal level. It also explains the role and responsibilities of supervisory and non-supervisory personnel.

Course Hours: 4

ATTACHMENT B-3

ETHICS/CODE OF SILENCE

BET ID: 11056124

The goal of this core curriculum course is to provide the cadet with the knowledge to identify unethical behavior and the Code of Silence, and the appropriate courses of action to follow, according to departmental policy. Discussion and participation in individual and small group activities concerning various aspects of professional ethics will be required by each cadet. At the conclusion of this course, cadets will know what the Department expects of cadets, and how the Department expects them to react when confronted with any form of unethical behavior or the Code of Silence. Cadets will also know the consequences when anyone participates in any form of the code of Silence, or any other unethical behavior.

Course Hours: 4

EXTRACTION

BET ID: 11056125

This course is designed to provide the cadet with information on departmental policy and procedures when having to remove a youth from a room by the use of force. Cadets will be given instruction on the extraction process and the equipment used to perform extractions.

Course Hours: 10

FACILITY COMMUNICATION

BET ID: 11056126

The goal of this course is to ensure that cadets are knowledgeable about the procedures to use when operating facility communication systems, whether for routine purposes, or for emergencies. The course focuses on different types of communication devices, such as personal alarms, stationary alarms, hand-held radios, standard codes typically used with these radios, dash radios in facility mobile units, telephone usage, daily logs, and e-mail.

Course Hours: 4

FACILITY COUNT PROCEDURES

BET ID: 11056127

In this course, cadets learn the importance of counts for ensuring the safety of the youth and staff, and the security of the facility. Cadets will learn the basic principles that apply when conducting counts and the four different types of counts used in facilities. Cadets will learn when each of the four types of counts is conducted and the procedures to use in performing each type of count. During each cadet's duties as Junior Officer-of-the-Day (JOD), each cadet will apply the knowledge learned in this course to the actual performance of counts in a simulated facility environment.

Course Hours: 4

ATTACHMENT B-3

FACILITY OPERATIONS, KEY INVENTORY AND ACCOUNTABILITY

BET ID: 11056128

In this course, cadets are provided with vital information relative to the inner workings of the DJJ. Cadets are given information regarding the administrative structure of the DJJ, as well as the management and staffing structure of a correctional facility. They are explained the design and components that affect a facility's operation, and the program components that affect and determine a facility unit's overall daily operations. Cadets are provided with a basic layout and the operational features found at a DJJ facility. The course will cover the importance of key equipment accountability and inventory, and how the system works. Introduced are the types of keys used inside the facilities and the superintendent's/Correctional Peace Officer's responsibilities with relation to key control accountability, and the consequences for losing facility keys. They will also focus on equipment inventory and accountability. The two types of equipment covered will be personal security equipment and living unit equipment. This section will describe exactly what comprises personal security and living unit equipment, and who is responsible for the inventory and accountability of the equipment.

Course Hours: 5

FIELD PRACTICUM

BET ID: 11056129

Structured on-site training provides cadets the opportunity to work side-by-side with professional Correctional Peace Officers performing their duties in a DJJ facility. Cadets need to experience the work environment under supervised conditions, before they are assigned to perform the duties and responsibilities of a sworn Correctional Peace Officer. Cadets need to practice performing, assisting, and/or observing tasks for which they have received training in their course work from the BCJA. This experiential training facilitates the transfer of knowledge and skills from the classroom to the working environment. The extended time spent in the youth correctional facilities will allow for a broad scope of experiences involving a variety of activities, shifts, and incidents. The environment is natural and unrehearsed. No events will be staged simply to provide cadets an opportunity to observe, assist, or perform a task.

Course Hours: 80

FIELD PRACTICUM AREA SEARCH

BET ID: 11056058

The purpose of this eight hour lesson is to provide the BCJA cadets with practical experience application following the training sessions of the Body and Area Search courses. The cadets are escorted to a Youth Correctional Facility in order to perform an actual area search of a living unit. The areas searched include youth rooms, common areas (dayroom, laundry room, janitor closet, latrines and outside program areas). This session is functionally supervised by BCJA Command Staff Supervisors and managed by a facility Lieutenant/Sergeant. The cadets are placed in pairs for room searches and observed systematically searching a room from top to bottom and side to side. This process provides practical real time experience for cadets on the expectations of searching a living unit.

Course Hours: 8

ATTACHMENT B-3

FIELD PRACTICUM PINE GROVE YOUTH CONSERVATION CAMP

BET ID: 11056059

During this assignment, cadets are transported to Pine Grove Camp for an introduction to the division of Juvenile Justice Camp setting environment. Pine Grove Administration and representatives from Cal Fire provide the cadets with an overview of the camp operation, expectations of the youth at the camp program and the demands that are placed on the youth involved in the camp setting. A tour of the camp is provided along with an outline of camp program expectations for youth assigned. Also, an overview of the camp screening process is shared in order to provide a basic orientation for the cadets on how a youth is selected for camp placement. The cadets observed the custody/supervision exchange from DJJ staff to Cal fire staff and were given a tour of the Emergency Crew Transport vehicles and the capabilities of the equipment utilized by the youth.

Course Hours: 8

FIRE SAFETY

BET ID: 11056060

This course identifies the different types of suppression equipment, how to determine which equipment is to be used, and how it is used. The course explains fire prevention techniques, dangers of smoke inhalation, fire evacuation plans and routes to be followed and responsibilities pertaining to youth/staff accountability during and after an evacuation.

Course Hours: 2

GANG AWARENESS

BET ID: 11056061

This course was developed to enhance a Correctional Peace Officer's interaction with identified gang members. It will increase their safety, and the safety of others, by providing pertinent information of gang sociology and specific gang identification.

Course Hours: 8

GROUP FACILITATION

BET ID: 11056062

This training is designed to provide staff with the skills necessary for the delivery and facilitation of treatment/rehabilitative groups with youth. The overall goals for the training are to: provide staff information and knowledge to deliver groups more effectively, provide staff with the opportunity to develop enhanced facilitation skills, and increase staff confidence in facilitating groups through structured practice. Staff is provided information on the evaluation and management of group dynamics and the building of group cohesion. Individual responsiveness within the group environment is emphasized.

Course Hours: 16

ATTACHMENT B-3

HOSTAGE SURVIVAL

BET ID: 11056063

The objective of this course is to encourage a diverse approach for the prevention and management of a hostage crisis, as it applies to a correctional facility. The cadet will be provided with methods and techniques that are proven to reduce the potential for a hostage crisis, lessen the impact of the crisis on all persons involved, assist in the resolution and recovery process, and promote survival if taken hostage.

Course Hours: 2

IBTM OVERVIEW

BET ID: 11056064

This lesson will provide a brief overview of the Integrated Behavior Treatment Model (IBTM). IBTM is the framework for assessing, understanding and treating youth. Staff works collaboratively with each other, the youth, families and community resources. Together, they develop the youth's treatment plan and provide cognitive-behavioral treatment interventions and additional ongoing support according to the youths' individual treatment needs and risks to reoffend, as determined by the California Youth Assessment Screening Instrument (CA-YASI) and other assessments. It is DJJ's new treatment model, incorporating proven methods and processes that enhance treatment for youth. Further training sessions will explain interventions more fully.

Course Hours: 2

INDIVIDUALIZED EDUCATION PLAN (IEP) PROCESS

BET ID: 11056065

This course is designed to provide Correctional Peace Officers with an opportunity to gain insight into the importance of the Individualized Education Plan (IEP) process. This course will cover the history of special education in the DJJ, and the important laws that affect the delivery of special education services in the DJJ. Descriptions of regular education, special education, and an overview of the most common educational disabilities encountered among our youth population, and strategies for working with individuals with exceptional needs is also discovered. This course will also describe how special education supports regular education, the School Consultation Team, IEP meetings, and Restricted Programs, in relation to compliance with special education laws, regulations, and mandates.

Course Hours: 2

INFORMATION SECURITY AWARENESS

BET ID: 11056066

This course provides cadets with the knowledge, and training and understanding of how to use and protect information assets. Cadets will understand the importance of information security and privacy. They will identify what constitutes appropriate use and protection of CDCR information assets. Cadets will also know the factors to consider when supervising inmates who have been granted computer access.

Course Hours: 2

ATTACHMENT B-3

INTERACTIVE JOURNALING

BET ID: 11056067

Interactive Journaling is a structured and experiential writing process that motivates and guides youth toward positive life change. It is a participant-directed approach designed to enhance the therapeutic relationship between youth and staff. The lesson allows cadets to identify the purpose, key principles, and facilitator roles in Interactive Journaling.

Course Hours: 2

INTERNAL INVESTIGATIONS

BET ID: 11056068

This course was developed to give cadets an overview of internal investigations. This course should also serve to remind Correctional Peace Officers of their responsibilities and their rights, not only as peace officers, but also as employees of the California Department of Corrections and Rehabilitation.

Course Hours: 4

JUVENILE PAROLE BOARD

BET ID: 11056069

Within the DJJ, all youth will eventually return to society. Consequently, it is imperative that their time spent in youth correctional facilities prepares them for a productive and crime-free lifestyle upon release. The Juvenile Parole Board is the releasing authority for youth committed by the courts to the DJJ. This lesson will ensure cadets understand the role and duties of the Juvenile Parole Board, and the system that guides the Juvenile Parole Board in setting reentry dates for eligible youth.

Course Hours: 1

LAWS OF EVIDENCE

BET ID: 11056070

In this course, cadets will learn about their responsibilities in connection with crimes scenes and evidence. Cadets will learn what to do with evidence, and why it is vital that evidence is handled properly. Cadets will focus on the meaning of important terms, and will find out how to secure and preserve a crime scene. Basic guidelines on how to handle evidence and contraband, and how to prepare a crime scene diagram will be taught. Cadets will learn about labeling evidence, and maintaining a proper chain of evidence. Cadets will also become familiar with the main forms they will be filing out in connection with the collection and preservation of evidence. Laws of evidence will also be discussed as they relate to particular crimes in the facility setting.

Course Hours: 4

ATTACHMENT B-3

LEGAL

BET ID: 11056071

This course is designed to give cadets information on departmental policy and procedure, as it relates to various legal issues of youth. This course will emphasize youth constitutional rights, legal rights, and staff responsibilities when working with, and supervising youth. Legal mandates, policies, and procedures will be discussed so Correctional Peace Officers can avoid liability and possible criminal and/or civil prosecution. In addition, this course will present the various aspects of the legal system within a correctional facility, and identify the resources that are available to youth during incarceration.

Course Hours: 4

MAIL POLICY AND PROCEDURES

BET ID: 11056072

Correctional Peace Officers need to be informed of the DJJ's Institutions and Camps Branch manual policy regarding mail. Mail is important in the treatment process as it assists youth in maintaining supportive community contact. Conversely, mail provides a window of opportunity for contraband and illicit activities to enter into the facilities. Correctional Peace officers need training in reviewing and searching mail to maintain the safety and security of the facilities. This course will further increase awareness and critical legal issues pertaining to mail.

Course Hours: 2

MISSION, VALUES, AND PROFESSIONALISM

BET ID: 11056073

This core curriculum course provides instruction on the importance of ethical and professional behavior when dealing with the youth, fellow staff, and the community. The very nature of a correctional Peace Officer's job mandates a standard of conduct above that which is required for the general public. The California Department of Corrections and Rehabilitation must ensure Correctional Peace Officers incorporate the mission and values of the Department into their day-to-day operations in such a manner that it becomes second nature in all activities. Correctional Peace Officers must take responsibility for keeping current with all departmental policies and procedures so that they will make appropriate decisions and ensure that their personal integrity and the reputation of the Department is maintained. With this training, staff will be able to analyze situations accurately, and either adopt or recommend an effective and professional course of action.

Course Hours: 2

ATTACHMENT B-3

MOTIVATIONAL INTERVIEWING

BET ID: 11056074

Motivational Interviewing is a youth-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. This training teaches staff to use a communication style designed to reduce resistance by eliciting and selectively reinforcing the youth's own self-motivational statements, expressions of problem recognition, concern, desire, intention and ability to change. The MI approach can be used in a variety of daily interactions. MI provides staff with the skills to work with youth to identify their pro-social goals and prioritize the steps they will take to achieve success in the community. It is built on the philosophy that a youth's lack of progress and/or commitment to change is a reflection of the style and techniques of staff, and that staff can use a variety of MI techniques to engage youth and influence their progress and commitment to change.

Course Hours: 24

MOVEMENT SIMULATION

BET ID: 11056150

Youth accountability is the basis for safety and security within the correctional environment. Although youth are restricted in the facility, they must be able to move from place to place, in order to participate in various programs. This course will give participants the necessary practice in monitoring and supervising youth during escorted movements, as well as unescorted movements, which is an essential part of their duties as Correctional Peace Officers. This training is necessary for youth movements to be orderly, which in turn enhances the safety and security of the all youth and staff concerned.

Course Hours: 5

MULTI-HAZARD EMERGENCY PLAN

BET ID: 11056151

The Multi-Hazard Emergency Plan addresses the facility's planned response to extraordinary emergency situations associated with manmade disasters, natural disasters, internal disturbances, and technological incidents. The plan does not apply to normal day-to-day emergencies, and the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in the Multi-Hazard Emergency Plan focus on potential large-scale emergencies, which can generate unique situations requiring unusual responses. It is expected that all staff understand the emergency policies and procedures developed in the plan for their facility. The intent is that when these guidelines are applied during an emergency, the probability of confusion and panic on the part of staff and/or youth will be reduced to a minimum.

Course Hours: 2

ATTACHMENT B-3

OLEORESIN CAPSICUM (OC)

BET ID: 11056152

This lesson will cover application and use of departmentally-approved Oleoresin Capsicum (OC). The purpose and goal of this course is to provide comprehensive knowledge and skills pertaining to the understanding, use, and application of Oleoresin Capsicum (OC) and gas gun munitions in a correctional setting.

Course Hours: 16

ORIENTATION TO THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

BET ID: 11056153

This core curriculum gives the cadets an overview of the various adult and youth correctional facilities, and of the adult and juvenile parole operations. Cadets will learn about the various housing types, custody security levels, treatment programs, and academic and vocational services that are offered within the facilities.

Course Hours: 1

PEACE OFFICER BILL OF RIGHTS (POBOR)

BET ID: 11056154

This lesson provides the cadets with an understanding of the Public Safety Officers Procedural Bill of Rights Act (POBOR), and how it applies to their position as correctional peace officers. The lesson reviews all rights that correctional officers have, if under investigation with the Office of Internal Affairs.

Course Hours: 2

PENAL CODE 832: LAWS OF ARREST

BET ID: 11056155

This course is required for all peace officers. The course is presented via stand-up instruction and covers the following POST Learning Domains: Leadership, Professionalism, and Ethics, Introduction to the Criminal Justice System, Policing in the Community, Introduction to Criminal Law, Laws of Arrest, Search and Seizure, Presentation of Evidence, Investigative Report Writing, Use of force, Preliminary Investigations, Arrest and Control, Crimes Against the Criminal Justice System, Cultural Diversity.

Course Hours: 40

PHYSICAL FITNESS

BET ID: 11056156

This course teaches cadets the importance of suicide awareness to reduce employee suicides and attempted suicides within CDCR by educating and training staff. This training assists staff in their recognition of those who may be in need, and provides resources to work through any personal or professional issues.

Course Hours: 35

ATTACHMENT B-3

PREVENTION OF INFECTIOUS DISEASES

BET ID: 11056157

This course is designed to provide cadets with basic information on prevention of occupational exposure to blood borne pathogens (BBP), related laws, and basic procedures related to exposure of infectious diseases – specifically BBP, Methicillin-resistant Staphylococcus Aureus (MRSA), and Aerosol Transmissible Diseases (ATD).

Course Hours: 4

PREVENTION STRATEGIES AND TACTICS MODULE I

BET ID: 11056158

In this course, cadets will learn the importance of communicating with others and appropriately supervising the youth population within the correctional facility. Through proper communication and supervision of youth, the facility will be protected.

Course Hours: 4

PREVENTION STRATEGIES AND TACTICS MODULE II

BET ID: 11056159

In this course, cadets will learn the importance of communicating with others and appropriately supervising the youth population within the correctional facility. Through proper communication and supervision of youth, the facility will be protected.

Course Hours: 4

PRISON RAPE ELIMINATION ACT (PREA)

BET ID: 11056160

This lesson is mandated training for California Department of Corrections and Rehabilitation (CDCR) staff. The objective for this lesson is to provide guidelines for the prevention, detection, response, investigation, and tracking of youth sexual assaults and sexual misconduct. Cadets will learn their roles and responsibilities when a sexual assault occurs at their website.

Course Hours: 4

PROGRAM SERVICE DAY

BET ID: 11056161

This course introduces staff to the Program Service Day. The Program Service Day is a coordinated schedule for each Division of Juvenile Justice (DJJ) facility and the programs and services it provides. The schedule provides a structure to ensure that all youth services are received in an efficient manner. It is intended to minimize scheduling conflicts while insuring that each youth receives necessary treatment/rehabilitative services. The schedule ensures that youth are constructively active during the majority of his or her waking hours.

Course Hours: 3

ATTACHMENT B-3

PUBLIC, PRESS, AND THE MEDIA

BET ID: 11056162

This course reinforces the basic concept that public relations are not solely the responsibility of the Department's Public Information Officers. Good public relations are the responsibility of all the staff members who work in the Department. Since the Department is a public agency, Correctional Peace Officers have specific and general duties to ensure the trust and confidence the community has in our Department's rehabilitation process.

Course Hours: 3

SKILL OF THE WEEK

BET ID: 11056163

This course reinforces the basic concept that public relations are not solely the responsibility of the Department's Public Information Officers. Good public relations are the responsibility of all the staff members who work in the Department. Since the Department is a public agency, Correctional Peace Officers have specific and general duties to ensure the trust and confidence the community has in our Department's rehabilitation process.

Course Hours: 4

STAFF AND YOUTH SEXUAL MISCONDUCT

BET ID: 11056164

Training is provided to ensure staff is aware of the most recent legislation and Department policy surrounding the issues of sexual misconduct with youth. Violations by employees of the Department's sexual misconduct policy will result in disciplinary action up to, and including, criminal charges. Training is further needed to provide staff information on the Youth Sexual Misconduct Disciplinary Decision making System process and staff responsibilities as outlined in the Youth Sexual Misconduct Policy. Failure to provide this training can result in unaccountability of staff and youth, thus discrediting the Department and causing unnecessary litigation. Cadets will understand the professional responsibilities and the legal requirements set forth by California state law and Division of Juvenile Justice policy regarding sexual misconduct.

Course Hours: 6

STAFF SUICIDE AWARENESS

BET ID: 11056165

This course is designed to provide cadets with a better understanding of suicide prevention. This lesson also defines support protocols and available resources when identifying at-risk co-workers. In addition, this class is intended to encourage at-risk employees to reach out for help, and to erase the stigma of employees who seek help.

Course Hours: 1

ATTACHMENT B-3

STRESS MANAGEMENT

BET ID: 11056166

The goal of this core curriculum course is to provide cadets with the knowledge and skills to recognize signs and symptoms of stress, knowledge of the effects of stress, techniques to help manage stress, and available resources that can assist in successful stress management.

Course Hours: 2

SUICIDE PREVENTION, ASSESSMENT, AND RESPONSE

BET ID: 11056167

The primary goal of the Suicide Prevention, Assessment and Response (SPAR) lesson is to save lives. Cadets will learn their responsibility to the Division of Juvenile Justice to take all necessary precautions to prevent suicide and suicide behaviors by youths. Cadets will learn how to ask questions, assess danger levels, and clarify youth responses. In addition, correctional peace officers need to protect the Department and themselves personally from liability. If an employee has knowledge that a youth is at significant risk for suicide and fails to take reasonable measures to prevent suicide, the agency and employee may be liable because of "deliberate indifference".

Course Hours: 6

TRAUMA FOCUSED COGNITIVE BEHAVIOR TRAINING AND BRAIN DEVELOPMENT

BET ID: 11056168

TF-CBT is presented to cadets as an overview of the complexity of providing treatment to the high number of DJJ youth who have experienced trauma. The roles of psychologists in the treatment delivery and other staff providing support of TF-CBT on mental health residential units are discussed. This lesson also gives an overview of adolescent brain development; having knowledge and understanding as to how this impacts youth helps staff better understand youth behavior and target treatment goals.

Course Hours: 2

TREATMENT INTERVENTION STRATEGIES

BET ID: 11056169

TF-CBT is presented to cadets as an overview of the complexity of providing treatment to the high number of DJJ youth who have experienced trauma. The roles of psychologists in the treatment delivery and other staff providing support of TF-CBT on mental health residential units are discussed. This lesson also gives an overview of adolescent brain development; having knowledge and understanding as to how this impacts youth helps staff better understand youth behavior and target treatment goals.

Course Hours: 8

ATTACHMENT B-3

USE OF FORCE PRACTICE

BET ID: 11056170

These hours are allotted for cadets to hone their skills in all areas related to use of force. The time is divided into classroom repetitions practicing a particular skill to reality based scenarios that allow the cadet to choose a force option and apply it.

Course Hours: 18

USE OF FORCE: MODULE II

BET ID: 11056171

Use of Force Module II is a six-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved low profile handcuffing techniques. These handcuffing techniques include Interview Stance, Kneeling Stance, Defensive Stance, Startle Flinch, Quick Cuffing, FBI Handcuffing, and Low Profile Flex Cuffing.

Course Hours: 6

USE OF FORCE: MODULE III

BET ID: 11056172

Use of Force Module III is a seven-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved high profile handcuffing techniques. These handcuffing techniques include Kneeling Handcuffing, Prone Handcuffing, and High Profile Flex Cuffing, Standing a Prone Handcuffed Youth, Leg Irons-Kneeling Position, and Leg Irons-Seated Position.

Course Hours: 7

USE OF FORCE: MODULE IV

BET ID: 11056173

Use of Force Module IV is a seven-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved high profile handcuffing techniques. These handcuffing techniques include Kneeling Handcuffing, Prone Handcuffing, and High Profile Flex Cuffing, Standing a Prone Handcuffed Youth, Leg Irons-Kneeling Position, and Leg Irons-Seated Position.

Course Hours: 6

USE OF FORCE: MODULE V

BET ID: 11056174

Use of Force Module V is a seven-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved takedown techniques. These takedown techniques include the One-Person Takedown-Bear Hug, and One-Person Takedown-Arm bar.

Course Hours: 7

ATTACHMENT B-3

USE OF FORCE REPORT WRITING PRACTICUM

BET ID: 11056175

This session consists of a review of the Division of Juvenile Justice, Crisis Prevention and Management/Use of Force Policy and Procedures with an emphasis on use of Force report writing expectations. The course provides the basic construction of elements required in a Use of Force and Behavior Report, a review of the areas of the report section by section identifying which fields require completion based on the actions and observations of the employee using or witnessing a use of force incident. The cadets are shown a video of a use of force incident and then required to submit their observations in writing as a witness to the incident. Cadet reports are critiques and a knowledge review of the lesson is conducted to ensure cadets have a basic understanding of what is expected.

Course Hours: 2

VICTIMS OF CRIME

BET ID: 11056176

This lesson concentrates on the legal requirements of reporting child abuse in the California Department of Corrections and Rehabilitation. This lesson covers the indicators of child abuse that apply to correctional peace officers when working with youth. This lesson also provides information regarding domestic violence and crime and victimization.

Course Hours: 3

WARD INFORMATION NETWORK DEMONSTRATION

BET ID: 11056177

The Ward Information Network (WIN) is the Division of Juvenile Justice's (DJJ) electronic database for youth information. It contains information such as custodial care, treatment intervention strategies, education, etc. It is imperative that all new staff is proficient in the WIN system as all DJJ staff are required to use WIN to research youth information. Failure to provide this training could result in staff not knowing important youth information, thus jeopardizing the safety and security of a facility. Participants will learn the DJJ's WIN electronic database system for youth information. They will be able to demonstrate their proficiency by completing the lesson activities.

Course Hours: 8

WORKPLACE HEALTH AND SAFETY

BET ID: 11056178

The goal of this course is to ensure that Correctional Peace Officers are able to perform their duties in a healthy, safe, and secure work environment. Senate Bill 198 mandates that all participants will receive training to ensure that safety practices are followed, and the importance of reporting and correcting unsafe workplace conditions, by reporting accidents, and acting as a safety role model, using proper safety equipment. This lesson will help facilitate the Department's goal of no accidents and injuries.

Course Hours: 4

ATTACHMENT B-3

WRITTEN COMMUNICATION: MODULE I

BET ID: 11056179

This course consists of two modules. The first module will discuss the importance of written communication, what makes written communication effective, and grammar punctuation, as they apply to clear, written communication. Finally, some of the most common types of written communication used in the DJJ will also be introduced.

Course Hours: 2

WRITTEN COMMUNICATION: MODULE II

BET ID: 11056180

Staff has a responsibility to provide treatment to all youth. This treatment must be well documented, both for purposes of planning, as well as tracking the youth's progress. This course gives instruction and practice in preparing an Annual Case Review report, which is critical to the treatment process. This course also gives instruction and practice in writing a behavior report, which is crucial for the functioning of the DDMS and court processes.

Course Hours: 4

YOUTH GRIEVANCE/STAFF MISCONDUCT

BET ID: 11056181

The youth grievance process is a simple and expeditious system for the resolution of youth complaints. It is a very valuable system for both staff and youth, and is an excellent way for staff to identify possible problems and eliminate them before they escalate. This course will introduce the cadet to the youth grievance procedure and help them understand the grievance process. Cadets will be introduced to the different types of grievances, the role of the grievance committee, and be given a working knowledge of the informal and formal resolution process. In addition, this course will introduce the cadet to the role of the Grievance Clerk and the Youth's Rights Coordinator.

Course Hours: 4

YOUTH MEDICATIONS

BET ID: 11056182

DJJ correctional staff must comply with the established guidelines and security practices to maintain the safety and integrity of the facility. This course will present information regarding medication policies and procedures for the distribution of medicines to youth.

Course Hours: 2

ATTACHMENT B-3

YOUTH SUPERVISION

BET ID: 11056183

This course was designed to assist new youth Correctional Peace Officers in obtaining the knowledge, skills, and abilities required for job proficiency. The course materials will focus on the three critical task areas of corrective action, problem-solving, and conflict resolution that peace officers must be effective in performing, as they supervise youth in their charge. The material presented will assist newly hired Correctional Peace Officers in understanding the importance of these task areas, and their critical role in establishing and maintaining the safety and security of a correctional facility.

Course Hours: 8

YOUTH TRANSPORTATION

BET ID: 11056184

The purpose of this course is to provide effective training and "hands-on" practice to ensure entry-level Youth Correctional Officers have the expertise necessary to perform transportation safely and competently following departmental policy and procedures, as well as State laws, governing the transportation of youth. Youth Correctional Officers are expected to transport high risk youth during trips both on- or off-grounds, and during typical low profile non-emergency transports.

Course Hours: 4

ADDITIONAL TRAINING (INFORMATIONAL)

ADVISOR MEETINGS

These hours are used for meeting with cadets/companies. This time provides the opportunity for Administrative staff to meet with cadets and evaluate cadet performance. It also allows time to address any issues/concerns cadets may have. Lastly, it ensures time for the Company Commander to meet with his/her cadets and provide direction, expectations, complete necessary paperwork, and perform evaluations.

Course Hours: 26

CCPOA

A presentation by the California Correctional Peace Officers Association explaining CCPOA's mission and the Peace Officer's Procedural Bill of Rights. The Academy's mission and recruitment efforts are also discussed. This presentation meets requirements of the Bargaining Unit 6 contract.

Course Hours: 2

EMPLOYEE SUBSTANCE ABUSE TESTING

The purpose is to provide cadets with the department's policy and procedure as it relates to employee's rights when receiving a substance abuse test.

Course Hours: 0

ATTACHMENT B-3

GRADUATION (Rehearsal and Event)

This period of time is utilized for the cadet check-out process, inspection, and the graduation practice and ceremony.

Course Hours: 14

HAZMAT LECTURE

The purpose of this lecture is to introduce cadets to the hazardous materials they may encounter while in the academy and in the institution. Cadets will learn the procedural safeguards to take when they use various cleaning products. The Material Safety Data Sheet is also discussed in the course.

Course Hours: 0

ORIENTATION/REGISTRATION

This period of time is devoted to the intake process of new cadet arrivals, distribution of study materials (workbooks), uniform necessities, linen, and housing/living quarter's assignments. This time will be utilized to review in detail the expectations set forth for the cadets throughout their 16 weeks in the academy. This time also allows for the processing and completion of necessary paperwork. The orientation also includes the following:

Course Hours: 0

ORIENTATION TO THE BASIC ACADEMY: ROOM EXPECTATIONS

This course provides an opportunity for cadets to become familiar with the correctional facility where they will work and introduce the knowledge and skills necessary for them to succeed in the daily routine and activities of the Basic Academy.

Course Hours: 1

PROTECTIVE VEST POLICY

The purpose is to provide cadets with the policy that pertains to wearing a protective vest. Included in the training is who is expected to wear the vest and in what conditions, exemptions to the policy, replacement of the protective vest, care for the vest and staff's accountability and safekeeping of the vest.

Course Hours: 0

TESTING

These hours are used to administer major exams, which cover the classes presented to the cadet during each week of instruction. Each major exam is approximately two hours. PC 832 Laws of Arrest written exam (2 hours) is included in this area.

Course Hours: 10

ATTACHMENT B-3

WORKING IN CORRECTIONS

The purpose of this course is to allow cadets the opportunity to speak with current institutional and parole staff, gaining another perspective of the job aside from what they have been introduced to by academy instructors. A variety of job classifications are involved, from facility Superintendents to Youth Correctional Officers. Guests often speak about their experience working for the CDCR working with youth and career development.

Course Hours: 4

Attachment C-1

1730115 E11

ATTACHMENT C1 – C9

**Department of Corrections and Rehabilitation/
CPOST Executive Board
Work Processes**

ATTACHMENT C-1

Correctional Officer – O'Net 33-3012.00

Work Processes: Correctional Officer Class Code 9662 Schematic WZ50 – Range 168		Minimum Hours
A. Maintaining Security		1000
B. Inmate Accountability		800
C. Escorting and Monitoring Movement		200
D. Written Responsibility		200
E. Additional Experience		200
	SUBTOTAL	2,400
Any combination of the above categories		1,200
	TOTAL	3,600

Attachment C-2

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-2

Correctional Counselor I – O'Net 21-1012.00

Work Processes: Correctional Counselor 1 Class Code 9904 Schematic XS40 – Range 329		Minimum Hours
A. Inmate Classification		1500
B. Report Writing		250
C. General Counseling		400
D. Court Order Service		50
E. Additional Experience		200
	SUBTOTAL	2,400
Any Combination of the above categories		1,200
	TOTAL	3,600

Attachment C-3

1730713-1000000534

ATTACHMENT C-3

Parole Agent 1 – O'Net 21-1092.00

Work Processes: Parole Agent I, Adult Parole - Class Code 9765 Schematic EX70 – Range 329		Minimum Hours
H. Supervision of Parolees		800
I. Report Writing/Recordkeeping		700
J. Investigations		400
K. Arrests		200
L. Additional Experience		300
	SUBTOTAL	2,400
	Any combination of the above categories	1,200
	TOTAL	3,600

Attachment C-4

1732013 Jan

ATTACHMENT C-4

Medical Technical Assistant – O'Net 29-2099.99

Work Processes: Medical Technical Assistant, Correctional Facility Class Code 8217 Schematic WZ25 – Range 280		Minimum Hours
A. Administration of Medical Treatment		700
B. Hospital/Clinic Procedures		700
C. Maintains Security and Discipline		300
D. Escorting/Transporting		150
E. Supervision of Inmates and Special Handling of Unusual Inmates		200
F. Report Writing/Recordkeeping		150
G. Additional Experience		200
	SUBTOTAL	2,400
Any combination of the above categories		1,200
	TOTAL	3,600

Attachment C-5

1735115-00

ATTACHMENT C-5

Correctional Firefighter – O'Net 33-3011.01

Work Processes: Correctional Firefighter Institution - Class Code 9901 Schematic VZ38 – Range 330		Minimum Hours
A. Supervising Inmates		1000
B. Report Writing		200
C. Orientation to Institution Programs		100
D. Emergency Response Training		750
E. Fire Apparatus Training		500
F. FD Equipment Familiarization		750
	SUBTOTAL	3,300
	Any Combination of the above categories	300
	TOTAL	3,600

Attachment C-6

17-03-13

ATTACHMENT C-6

DJJ Casework Specialist – O’Net 21-1012.00C

Work Processes: DJJ Caseworker Specialist Class Code 9911 Schematic XR30- Range 290		Minimum Hours
A. Casework Planning and Management		1000
B. Counseling/Crisis Intervention		300
C. Prepare and Present Cases to the YOPB		300
D. Writing Reports And Correspondence		800
E. Safety and Security of Facilities and Offenders		100
F. Offender Rights Processes		50
G. Additional Experience		20
	SUBTOTAL	2570
	Any Combination of the above categories	1030
	TOTAL	3600

Attachment C-7

170210

ATTACHMENT C-7

Youth Correctional Counselor – O'Net 21-1012.00

Work Processes: Youth Correctional Counselor – Class Code 9581 Schematic WU65 – Range 170		Minimum Hours
A. Security and Operations		250
B. Escorting and Transporting Offenders, Equipment and Evidence		200
C. Supervision of Groups and Individuals (Offenders and Public)		1050
D. Writing and Recordkeeping		350
E. Professional Development		60
F. Casework		300
	SUBTOTAL	2,210
Any Combination of the above categories		1,390
	TOTAL	3,600

Attachment C-8

17 JAN 18

ATTACHMENT C-8

Youth Correctional Officer – O'Net 21-1021.00

Work Processes: Youth Correctional Officer– Class Code 9579 Schematic WU90 – Range 168		Minimum Hours
A. Security and Operations		600
B. Escorting and Transporting Offenders, Equipment and Evidence		500
C. Supervision of Groups and Individuals (Offenders and Public)		950
D. Writing and Record Keeping		150
E. Professional Development		60
SUBTOTAL		2,260
Any combination of the above categories		1,340
TOTAL		3,600

Attachment C-9

ATTACHMENT C-9

Parole Agent 1 – O'Net 21-1092.00

Work Process Hours: DJJ Parole Agent I (Institution) Class Code 9701 Schematic XC80-Range 329	Minimum Hours
A. On-the-job and Formalized Training to Youth Counselors	200
B. Monitor Casework Functions of Youth Counselors	500
C. Participate in Case Conferences	300
D. Prepare Cases for and Present Cases to YOPB	250
E. Counsel Offenders in Personal, Facility, and Family Problems	200
F. Participate in Offenders Rights Processes	100
G. Searching and Securing	50
H. Escorting and Transporting	50
I. Supervising Offenders	100
J. Crisis Intervention	100
K. Writing Reports and Correspondence	500
SUB TOTAL	2350
Any Combination if the Above Categories	1250
TOTAL	3600

Attachment D

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT D

Equal Employment Opportunity (EEO)

The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, natural origin, or sex. Affirmative action will be taken to provide equal opportunity in apprenticeship and will operate the AP as required under Title 29 of the Code of Federal Regulations, §30.

Attachment E

ATTACHMENT E

CPOST Executive Board

9850 Twin Cities Rd.
 Galt, CA 95632

CPOST EXECUTIVE BOARD MEMBERS	
MEMBERS	ALTERNATIVES
Brenda Gibbons, Chairperson Correctional Officer Commission on Correctional Peace Officers' Standards and Training 9850 Twin Cities Rd. Galt, CA 95632 REPRESENTING CCPOA	Jason Lowe, Alternate Commissioner Correctional Administrator R. A. McGee Correctional Training Center 9850 Twin Cities Rd. Galt, CA 95632 REPRESENTING MANAGEMENT
Robert Calderon, Secretary Correctional Administrator Office of Peace Officer Selection 9838 Old Placerville Rd. Sacramento, CA 95827 REPRESENTING MANAGEMENT	David Baughman, Alternate Commissioner Warden, CDCR SAC-CSP 100 Prison Road Folsom, CA 95671 REPRESENTING MANAGEMENT
Brant Choate, Commissioner Superintendent, Correctional Education Office of Correctional Education 1515 S. St. Sacramento, Ca 95811 REPRESENTING MANAGEMENT	Teresa Perez, Alternate Commissioner Program Administrator, Correctional School (Supervisory) Division of Juvenile Justice 8260 Longleaf Dr. Bldg. C Ste. 203 Elk Grove, CA 95758 REPRESENTING MANAGEMENT
Jesse Zamora, Commissioner Correctional Captain Commission on correctional Peace Officers' Standards and Training 9850 Twin Cities Rd. Galt, CA 95632 REPRESENTING MANAGEMENT	Harold Gee, Alternate Commissioner Correctional Officer California Men's Facility Highway 1 San Luis Obispo, CA 93409 REPRESENTING CCPOA
Brian Pinneo, Commissioner Correctional Lieutenant California Health Care Facility 7707 S. Austin Rd. Stockton, CA 95215 REPRESENTING CCPOA	

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

Josh Eustice, Commissioner Parole Agent 1, Adult Parole DAPO-SPR-CV1- Chula Vista 1 765 3 rd Ave Ste. 200 Chula Vista, CA 951910 REPRESENTING CCPOA	
---	--